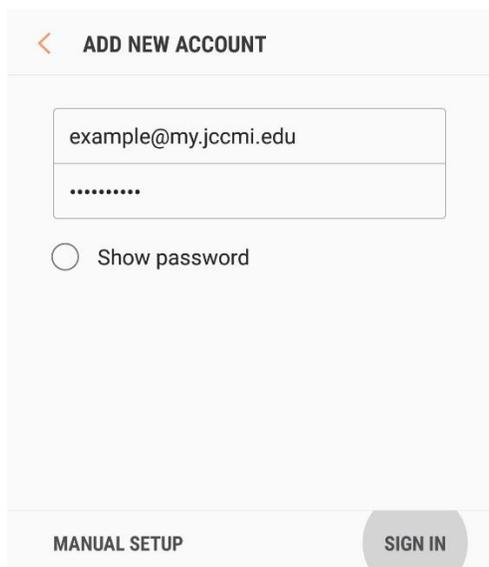


## How to Set up Microsoft Exchange Email On Android

1. Open the email app and go to “Add New Account”.
2. Enter in your Office 365 credentials and “Sign In”.



< ADD NEW ACCOUNT

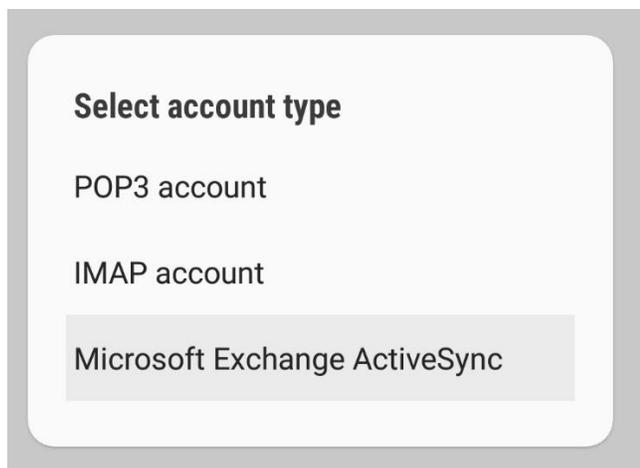
example@my.jccmi.edu

.....

Show password

MANUAL SETUP SIGN IN

3. Under “Select account type”, select “Microsoft Exchange ActiveSync”.



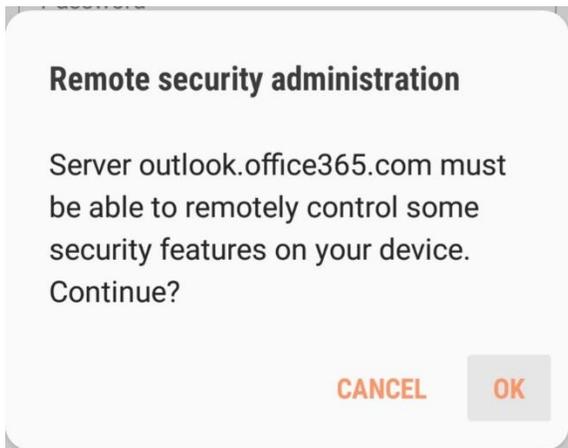
Select account type

POP3 account

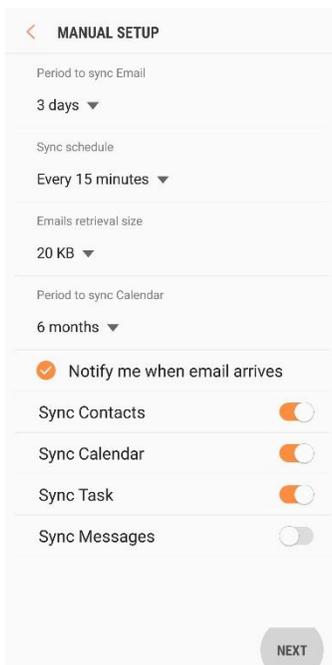
IMAP account

Microsoft Exchange ActiveSync

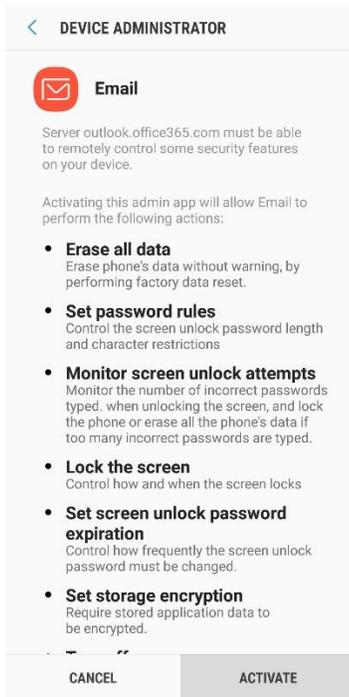
- When prompted with, select **“OK”**.



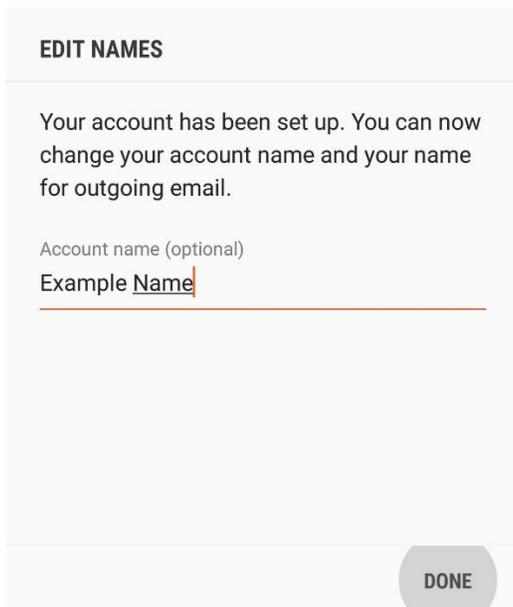
- Under **“Manual Setup”**, select **“Next”**. The default selections are preferred. If desired, they can be changed.



6. Under “Device Administrator”, select “**Activate**”.



7. Give this account a name (Optional). After entering an account name, select “**Done**”.



8. You now have access to Microsoft Exchange emails.