

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".



4. When prompted with, select "**OK**".



5. Under "Manual Setup", select "**Next**". The default selections are preferred. If desired, they can be changed.

Period to sync Email	
3 days 💌	
Sync schedule	
Every 15 minutes 💌	
Emails retrieval size	
20 KB 🔻	
Period to sync Calendar	
6 months 💌	
🤣 Notify me when ema	ail arrives
Sync Contacts	
Sync Calendar	
Sync Task	
Sync Messages	0
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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.