

How to Set up Microsoft Exchange Email On Android

1. Open Settings -> Select **Email**. If there is no email menu, go to “Add Account” then Email.
2. Click on the **Plus Sign** to add a new email account -> Select “**Others**”.
3. Enter your office 365 credentials -> email address and password. -> Select **Next**.
4. Under “What type of account?” select “**Microsoft Exchange ActiveSync**”.
5. When prompted select “**OK**”.
6. Under account options select “**Next**”. The default selections are preferred. If desired, they can be changed.
7. Activate device administrator? -> Select “**Activate**”.
8. Give this account a name (Optional). After entering an account name, select “**Next**”.
9. You can now access Microsoft Exchange emails.