

Set Up Exchange ActiveSync E-Mail on an Android Mobile Phone or Android Tablet

How do I set up Exchange ActiveSync on an Android mobile phone?

Tip The appearance of Androids can vary so use these steps as a guide or consult the manufacturer's help for your particular device.

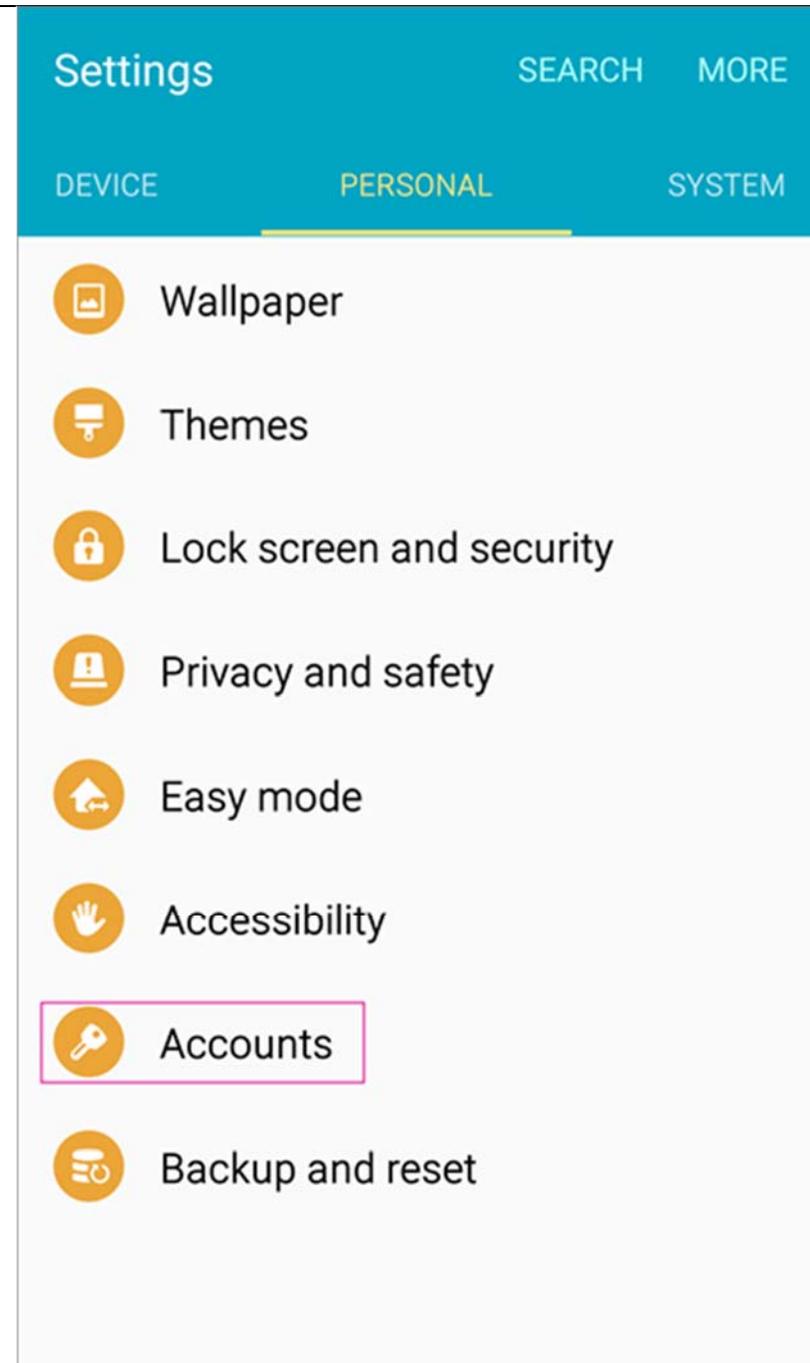
 <p>Use the Outlook for Android app</p>	 <p>Use the built-in Android mail app</p>
<p>Note Outlook for Android requires a device running Android 4.0 or later. App availability varies so find out what's available in your country.</p> <p>By using the Outlook for Android you can access your email, calendar, contacts, and OneDrive files from within the app rather than having to check separate apps.</p>	 <p>View these steps in a video.</p> <ol style="list-style-type: none">1. Tap Settings > Accounts > Add account > Email.

Note You cannot access tasks from the Outlook for Android app.

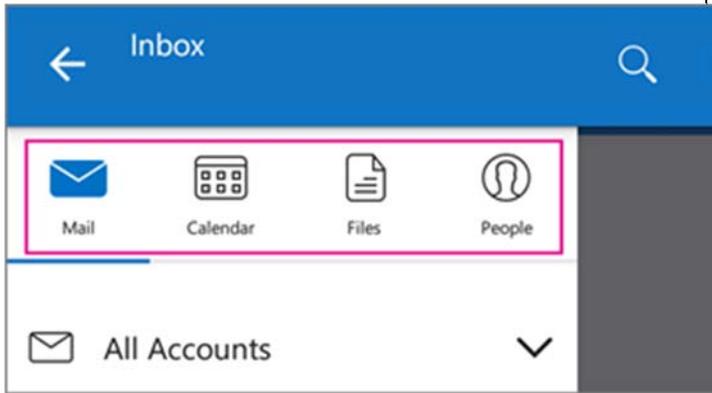
1. Download the [Outlook for Android app](#) from the Google Play store if you haven't installed it yet.

If you already have it installed, open it and then depending on your device, tap the navigation control at the bottom of your Android, or tap **More > Settings > Add Account**.

2. Tap **Exchange** if your organization uses an Exchange-based mail account.
3. Enter your full email address, for example John.Doe@la.gov, type your password, and then tap **Sign in**. Outlook for Android then starts syncing the account.



4. To view your calendar, files, or contacts from the app, tap **More** 



5. To learn more about using Outlook for Android, tap the navigation control at the bottom of your device, or tap **Menu** > **Help**. Or, see [Frequently asked questions about Outlook for iOS and Android](#).

You can have more than one account in Outlook for Android. [Select the type of](#)

2. Type your full email address, for example John.Doe@la.gov, type your password, and then tap **Next**.
3. Select **Exchange**.
4. You will receive a message about additional security features. Select **OK** to continue.
5. Once the device verifies the server settings, the **Account Options** page opens. Accept the defaults or select the options for how you want to receive and send your mail, and then tap **Next**. (You may need to scroll down to see **Next**.)
6. On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.

If you synced your calendar and contacts in step 5 you can go to those apps on your phone to view any items that might be there. If you synced tasks as well, you should see

[account you want to add](#) and follow those steps.

Delete an account

1. Depending on your device, tap the navigation control at the bottom of your device, or tap **More > Settings**.
2. Tap the account you want to delete.

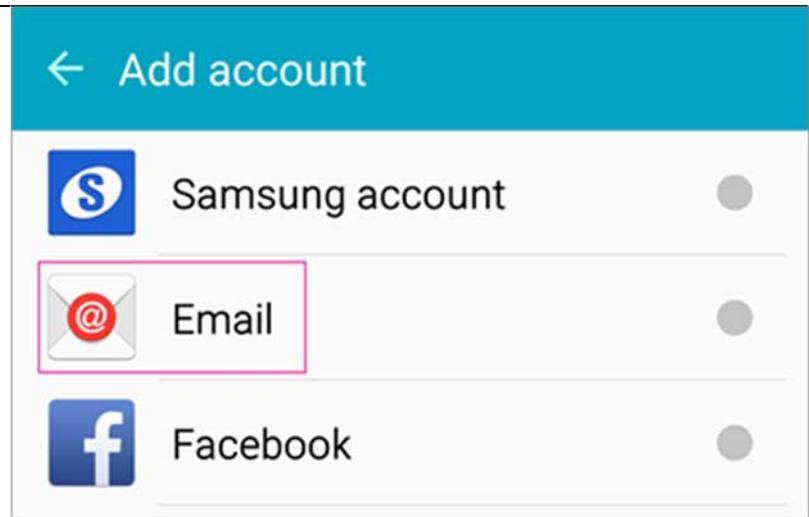
Select **Remove Account from Device and Remote**.

them in the calendar app on your device. It might take a few minutes for everything to sync.

If your device can't connect make sure you typed your email address and password correctly and try again. If you still can't connect try setting it up manually following the steps below.

Manual set up

1. Tap **Settings > Accounts > Add account > Email**. This application might be named **Mail** on some versions of Android.



2. Type your full email address, for example John.Doe@la.gov, type your password, and then tap **Next**.
3. Select **Manual**.
4. Review the settings on the **Exchange server settings** page and update if necessary.
 - **Email**
Make sure your full email address is in this box, for example, John.Doe@la.gov.

- **Domain\Username**
Type your login information in this box, for example, swe\jdoe. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty, and type your login information in the **Username** box.
- **Password**
Use the password that you use to access your account.
- **Exchange Server**
Type **webmail.la.gov** in this box.
- Make sure the **Use secure connections (SSL)** box is checked.

← Exchange server settings

Email address

tony@contoso.com

Domain\username

tony@contoso.com

Password

••••••••

Show password

Exchange server

outlook.office365.com

Use secure connection (SSL)

Use client certificate

CLIENT CERTIFICATE

NEXT

5. Tap **Done**.
6. You will receive a message about additional security features. Select **OK** to continue.
7. Accept the defaults or make changes for how you want your account to sync on your device. When you're finished, swipe to the bottom and tap **Next**.
8. On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.

If you synced your calendar and contacts in step 7 you can go to those apps on your phone to view any items that might be there. If you synced tasks as well, you should see them in the calendar app on your device. It might take a few minutes for everything to sync.

