Set up Microsoft Exchange email on an Android

   From the Applications menu, select "Email". This application may be named "Mail" on some versions of Android.

   Type your full email address, for example jdoe@students.fairmontstate.edu, and your password, then select "Next".

   Select "Exchange account". This option may be named "Exchange ActiveSync" on some versions of Android.

   Enter the following account information and select "Next".

   - Domain\Username - Type your full email address in this box. If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty and type your full email address in the Username box.
   - Password - Use the password that you use to access your student account.
   - Exchange Server - Use the address of your Exchange server.

   As soon as your phone verifies the server settings, the Account Options screen displays. The options available depend on the version of Android on your device.

   Select "Next" and then type a name for this account and the name you want displayed when you send e-mail to others. Select "Done" to complete the email setup and start using your account.

   *Note:   You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive e-mail.*


Find your Exchange ActiveSync server name

   Sign in to your student email account.

   In Outlook Web App, on the toolbar, click Settings Gear Icon > Options > Account > my account > Settings for POP and IMAP access.

   *Note:   Although you're not setting up a POP3 account, you will use this value to determine your Exchange ActiveSync server name.*

   Under POP setting, look at the value for Server name.

   If the Server name shows outlook.office365.com, your Office 365 account is on the latest version of Office 365 and you can use outlook.office365.com as your Exchange ActiveSync server name.  If the Server name value is in the format podxxxxx.outlook.com, your Office 365 or other Exchange Online account is not yet on the latest version of Office 365, and you can use m.outlook.com as your Exchange ActiveSync server name.