

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

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1. From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android.
2. Type your full e-mail address, for example susie@forsyth.k12.ga.us, and your password, and then select **Next**.
3. Select **Exchange account**. This option may be named Exchange ActiveSync on some versions of Android.
4. Enter the following account information and select **Next**.
  - **Domain\Username** Type your full e-mail 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 e-mail address in the **Username** box.
  - **Password** Use the password that you use to access your account.
  - **Exchange Server** Use **Outlook.forsyth.k12.ga.us** as the Server Name.
5. 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. The options may include the following:
  - **Email checking frequency** The default value is Automatic (push). When you select this option, e-mail messages will be sent to your phone as they arrive. **Amount to synchronize** This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.
  - **Notify me when email arrives** If you select this option, your mobile phone will notify you when you receive a new e-mail message.
  - **Sync contacts from this account** If you select this option, your contacts will be synchronized between your phone and your account.
6. Select **Next** and then type a name for this account (ex: Work Email) and the name you want displayed when you send e-mail to others. Select **Done** to complete the e-mail setup and start using your account.

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