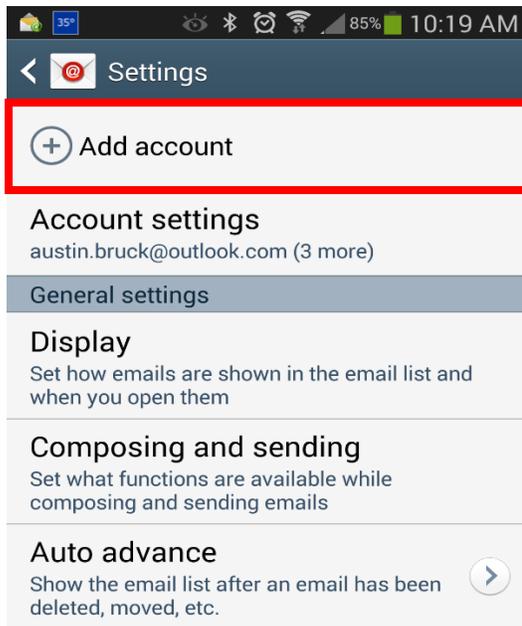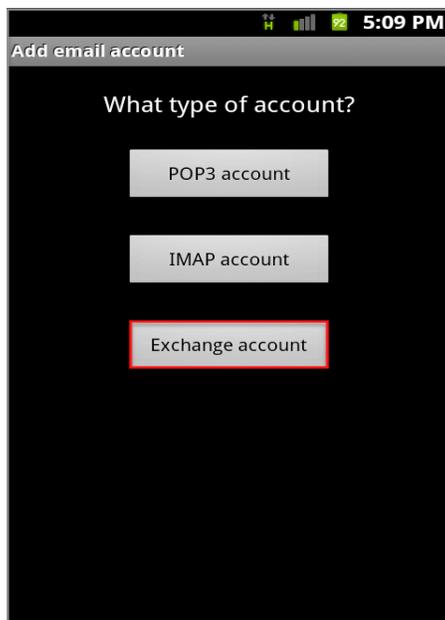# Setup email on your Android

1. Open your **Email App**. This application may be named **Mail** on some versions of Android.
2. Goto **Settings** and click on **Add Account**.

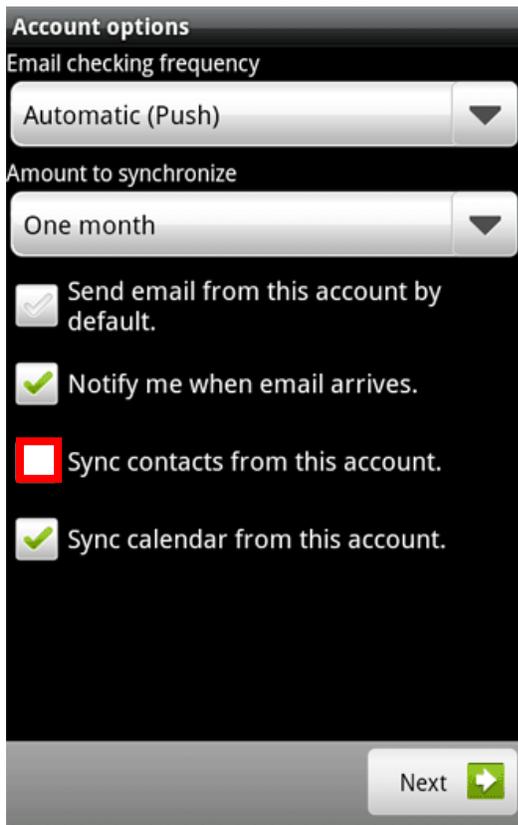3. Select **Exchange** or **Corporate** (will vary on devices).

4. Type your full email address, for example austin.bruck@dundee.k12.mi.us, and your password, and then select **Next**.

5. 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 account.

- **Exchange Server** Use the address of your Exchange server. If you're connecting to your Office 365 email, use **outlook.office365.com** for your server name.

6. 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, email messages will be sent to your phone as they arrive. We recommend only selecting this option if you have an unlimited data plan.
- **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 email message.
- **Sync contacts from this account** If you select this option, your contacts will be synchronized between your phone and your account. **UNCHECK THIS OPTION**.

6. 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.