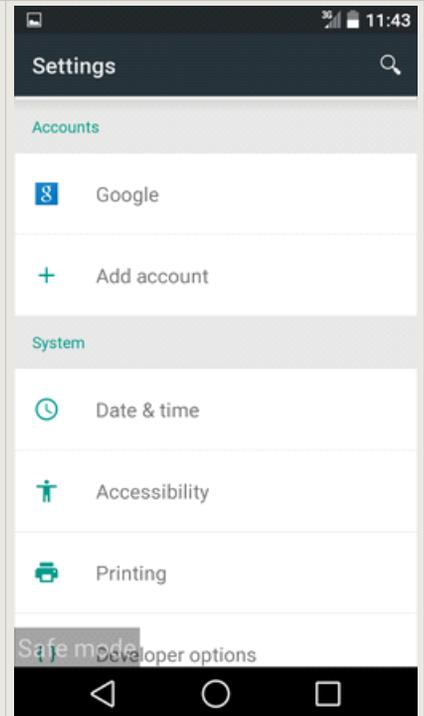


Android Exchange Setup

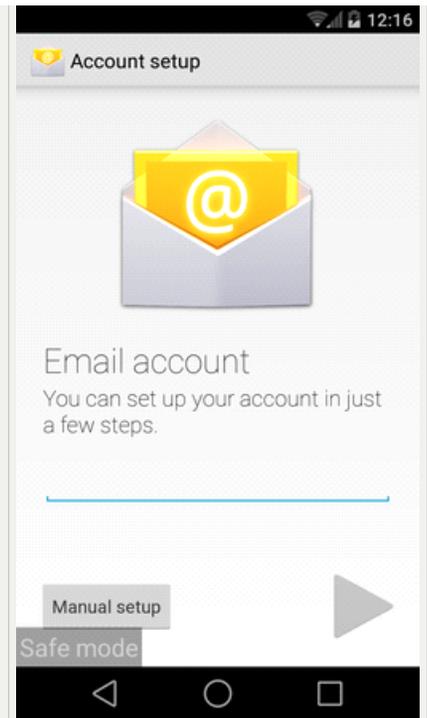
NOTE: Different manufacturers (Samsung, HTC, LG, etc) may use a different method to access these settings. This guide is written using the stock Google Android OS (version 5.0).

1.) On the home screen, open the application drawer and find the icon for **Settings**

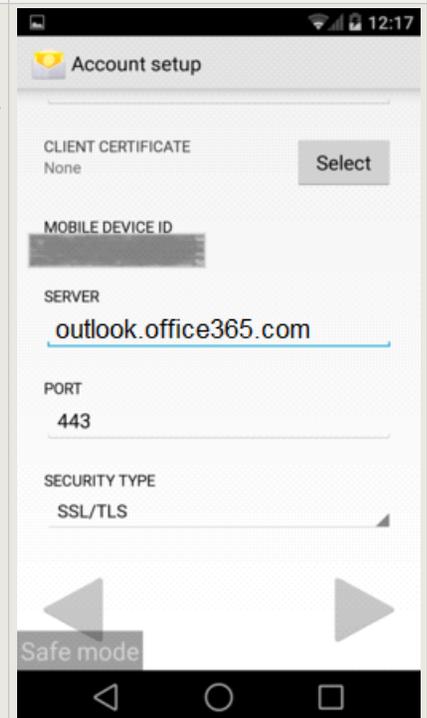
2.) From the **Settings** screen, scroll down to the **Accounts** heading and tap **Add Account**, then **Corporate** or **Exchange**. On some versions of Android this may be inside a menu option named **Accounts** or **Accounts & Sync**.



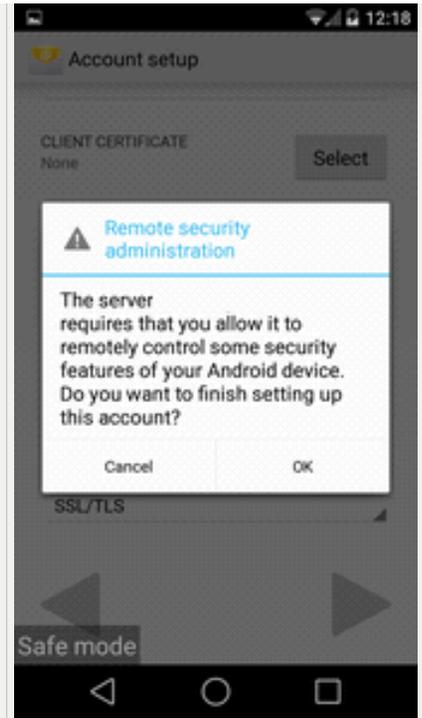
3.) Enter your Email Address - click to the next step and you will be asked to enter your network password.



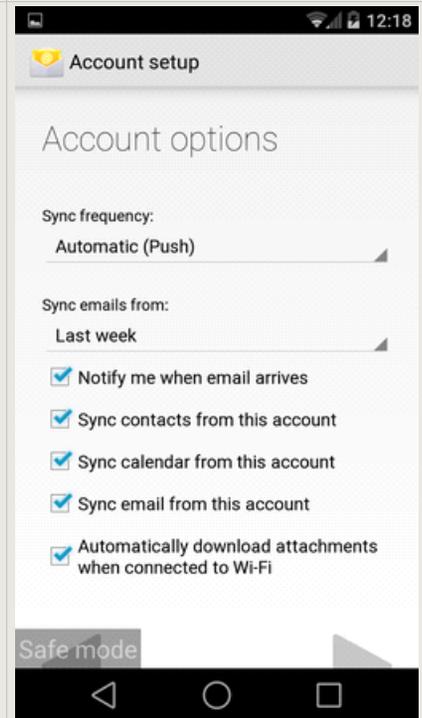
4.) The **Server** field may show "hamiltonfl.com," change it to outlook.office365.com - no other fields should require changes. If you have a Domain field, most phones will require that it be blank. If there is a Username Field, put your Email address in.



5.) Your device will notify you of the permissions you are required to give in order to use an Exchange account on the device. Agree to these permissions and continue.



6.) The **sync frequency** setting allows you to change how often you receive messages from this inbox on your device. The **Push** setting means that you will receive emails on your device as soon as they arrive in the inbox, rather than checking the inbox and downloading messages at regular intervals.



NOTE: You may have to delete a previous Exchange or Google account to add a new one. You may do this by clicking the menu button on your device or the three-dot menu button on the screen and selecting **remove account**.

