Set Up Exchange E-Mail on an Android Mobile Phone

Applies to: *Office 365 for professionals and small businesses, Office 365 for enterprises, Microsoft Exchange, Live@edu*

How do I set up E-mail on an Android mobile phone?

1. From the **Applications** menu, select **Email**.
2. Type your full email address, for example test@tessolve.com, and your password.
3. If you would like this to be your default email account on your mobile phone, check the box marked **Send email from this account by default**.
4. Select **Next**.
5. Select **Manual Configure.**
6. Enter the following account information choose POP3 or IMAP to configure and select **Next**.

   Incoming POP setting

   Server name: outlook.office365.com

   Port: 995

   Encryption method: SSL

   Or Incoming IMAP setting

   Server name: outlook.office365.com

   Port: 993

   Encryption method: SSL

   Outgoing SMTP setting

   Server name: smtp.office365.com

   Port: 587

   Encryption method: TLS

7. As soon as your phone verifies the server settings, the options you can set up from the **Account Options** screen will 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.
8. Select **Next** and then enter a name for this account and the name you want displayed when you send email to others. Select **Done** to complete the email setup and start using your account.