

Set up Microsoft Exchange email on an Android Phone/Device

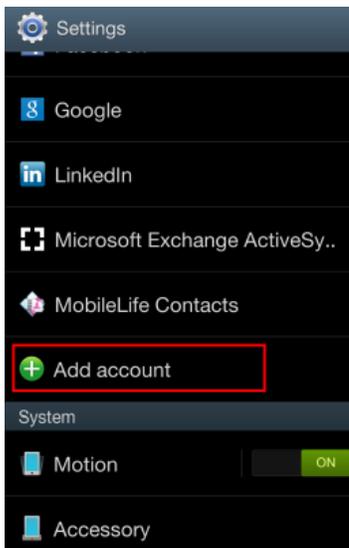
Purpose: This document will provide the necessary steps to setup and configure Android Phones and tablet devices to receive email sent to TSCT email accounts.

Android Phone/Tablet Setup

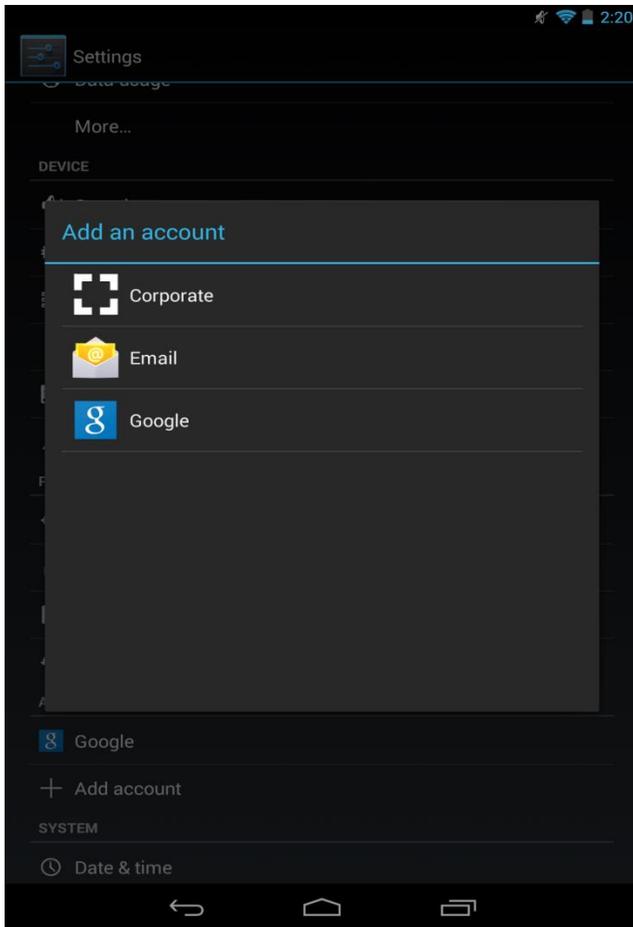
1. Locate your Settings icon within your App Drawer.



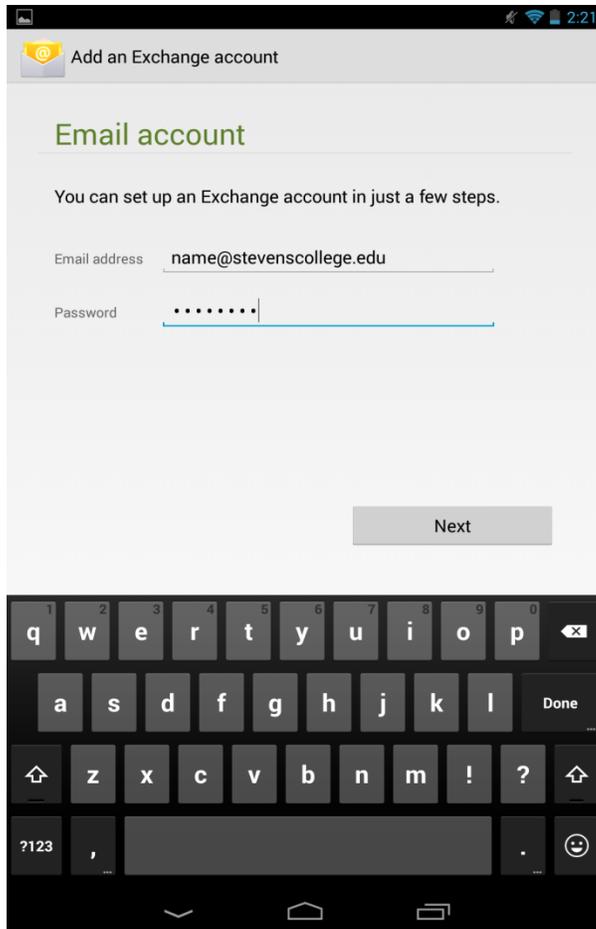
2. Within Settings, scroll down and select Add Account.



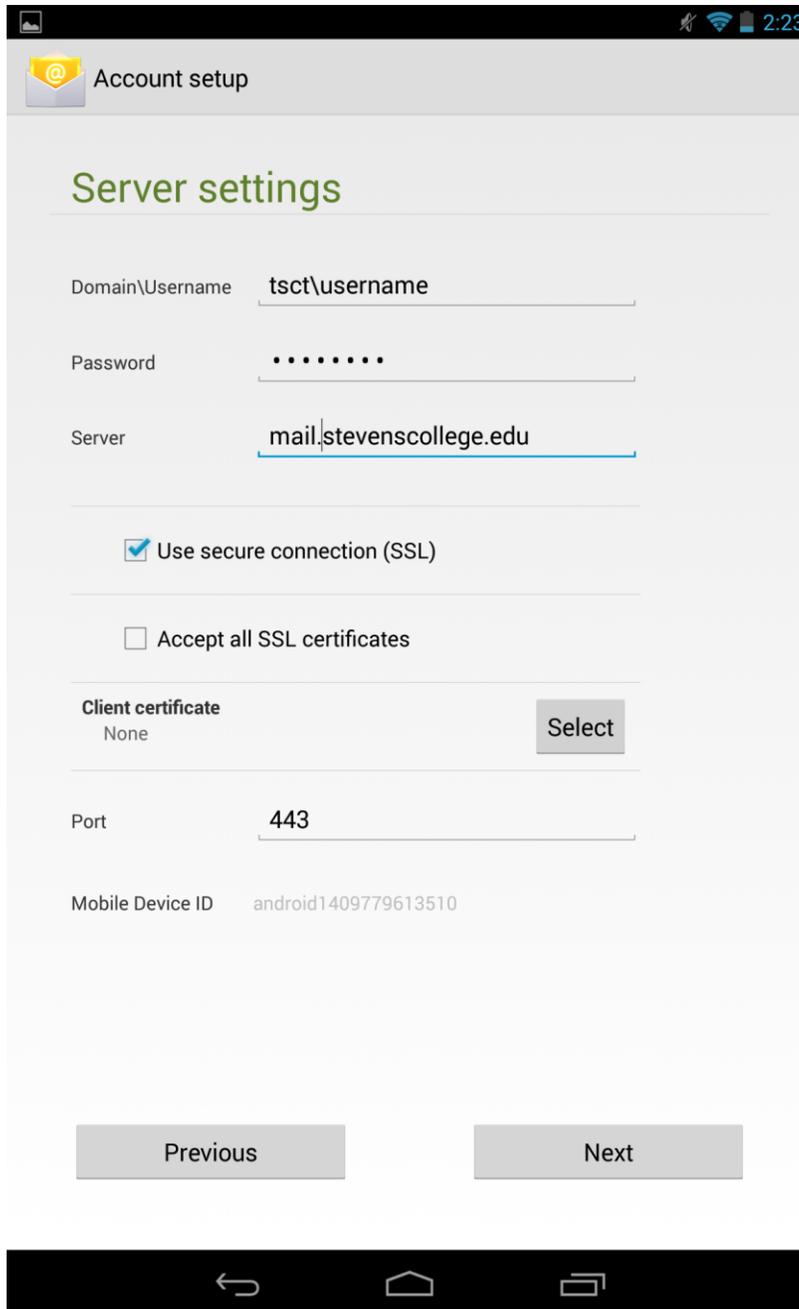
3. A new menu will appear. Select corporate or Microsoft Exchange or Microsoft Exchange ActiveSync from the menu.



4. You will be prompted to add an Email address and Password. Type in your full TSCT email address and your TSCT network password. Select Next.
 - a. Example: jasmith@stevenscollege.edu



5. On the Account setup screen, enter the following account information and then select Next:
 - a. Domain\Username: Enter in format tsct\your TSCT username
 - i. Example: tsct\jasmith
 - b. Password: Enter your TSCT network password
 - c. Exchange Server:
 - i. mail.stevenscollege.edu
 - d. Make sure the Use secure connection (SSL) box is checked.



6. As soon as your Android device 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. Only use 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 phone/tablet will notify you when you receive a new email message.
- Sync contacts: If you select this option, your contacts will be synchronized between your phone and your account.
- Sync SMS: If you select this option, all email will come to your device as a text message.

TSCT Recommendation: Leave only the Notify me when email arrives and Sync Email option. If you want to add additional options, you can do so later. However, you may chose whatever options you would like.

The screenshot shows the 'Account options' screen for an email account. At the top, there is a back arrow and an email icon next to the title 'Account options'. Below the title is a dropdown menu currently set to '2 weeks'. The screen lists several options, each with a checkbox:

- Send email from this account by default
- Notify me when email arrives
- Sync Email
- Sync Contacts
- Sync Calendar
- Sync Task
- Sync SMS
- Automatically download attachments when connected to Wi-Fi

At the bottom of the screen, there is a 'Next' button, which is highlighted with a red border.

7. 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.



Set up email

Your account is set up, and email is on its way!

Give this account a name (Optional)

Done