Setting up Exchange on an Android Phone

Not all Android devices are identical. If your screen doesn't look like the pictures below, there is likely another option with similar wording.

Before setting up Exchange access on your phone make sure that your phone is connected to the internet.

1. From the home screen, find the button that will let you access your phone’s list of applications
2. Select Email.
3. Enter your full email address and password.

4. Choose Microsoft Exchange ActiveSync
5. Enter your domain\username as ucumberlands.edu\yourUsername

The server name as postoffice.ucumberlands.edu
Make sure “Use secure connection (SSL)” is checked

6. Click Ok to accept the security settings
7. Configure the account options as you wish. If you would like email to be synchronized for more than 3 days in the past, change the “Amount to synchronize” drop down.

8. You can assign a different color to the account if you wish.
9. Assign a name to the account.

10. Click to activate the security settings for exchange.
After finishing all of these steps, you will be notified of new email in the notification toolbar. To access email regularly, you can open the applications and click on Email to open your email whenever you wish.