

## Adding Exchange email to an Android-based smartphone

1. Open the Application menu by tapping the **upward arrow**.
2. Tap the **email icon** towards the bottom of the list.
3. Enter your full email address (username@andover.edu) and password, and tap **Next**.
4. Three options should be listed on the side: POP3 account, IMAP account and Exchange Account.
5. Select **Exchange Account**.
6. Now you need to enter your exchange username in the form of **andover\username**, then enter your account password.
7. Next you need to enter your Exchange server name: **mail.andover.edu**
8. Also remember to check the box next to **Use Secure Connection (SSL)** then tap **Done**. (Note: you may also need to check **Accept all SSL certificates**)
9. Continue configuring the remaining options as desired then tap **Next**. These options should be how often the email is checked, the amount that should be synchronized, to sync contacts from the account in question, and whether or not to notify the user when new mail arrives.
10. Assign an account name if desired.
11. Assign a display name for the email account.
12. Tap **Done**.