Setting up Exchange Email on an Apple iPhone

1. If this is the first email account on your iPhone, tap **Mail**. Otherwise, tap **Settings > Mail, Contacts, Calendars >Add Account**.
2. Tap **Settings > Mail, Contacts, Calendars**
3. Tap **Microsoft Exchange**.
4. You don't need to type anything in the Domain box. Type the information requested in the **Email**, **Username**, and **Password** boxes. You need to type your full email address in the **Email** and **Username boxes** (for example, firstname.lastname@cambridgecollege.edu).
5. Tap **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Use **outlook.office365.com** for your server name.
6. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, and Calendar information are synchronized.
7. If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. If you don't set up a passcode, you can't view your email account on your iPhone. You can set up a passcode later in your iPhone settings.

Setting up Microsoft Exchange Email on an Android phone

1. From the **Applications** menu, select **Email**. This application may also be named **Mail** on some versions of Android.
2. Type your full email address, for example firstname.lastname@cambridgecollege.edu, and your password, and then select **Next**.
3. Select **Exchange** account. This option may also be named **Exchange ActiveSync** on some versions of Android.
4. Enter the following account information and select **Next**.

   Domain\Username: Type your full email address in this box. If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty and type your full email address in the Username box. Note – On some versions of Android, you must use the domain\username format. For example, if your email address is firstname.lastname@cambridgecollege.edu, type cambridgecollege.edu\firstname.lastname@cambridgecollege.edu.
   Your username is your full email address.

   Password: Use the password that you use to access your account.

   Exchange Server: Use the address of your Exchange server. If you're connecting to your Office 365 email, use outlook.office365.com for your server name.

5. As soon as your phone 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.

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.

6. 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.

Setting up Microsoft Exchange Email on a Windows Phone

1. On Start, flick left to the App list, tap Settings , and then tap Email + accounts.
2. Tap Add an Account > Outlook.
3. Tap the **Email** address box, and then type your email address.
4. Tap the **Password** box, and then type your password.
5. Tap **Sign in**. If the phone finds your account settings, your email, calendar, and contacts will be synced to your phone, and you can skip to step 7. If not, continue to the next step.
6. On the Outlook screen, do the following, and then tap **Sign in**:

    Email Address: Verify your email address appears correctly

    Password: Tap Show password and verify the password is correct

    User name: Verify the username is correct (For example, if your email is *firstname.lastname@cambridgecollege.edu*, then your user name would be *firstname.lastname*

    Domain: Leave the domain box empty

7. If the **New password** needed message appears after a few moments, tap Set, tap the **New** password box and enter a password that meets the security requirements. Tap the **Confirm Password** box and type the same password, and then tap **Done**.