

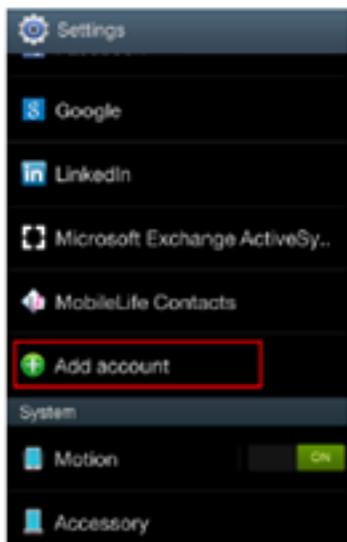


## Setting up Microsoft Exchange on an Android Phone

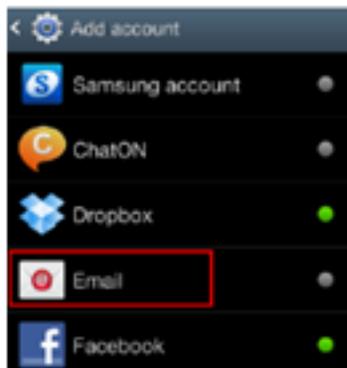
1.) Locate your **Settings Icon** within your App Drawer.



2.) Within settings, scroll down and select **Add Account**.



3.) Select **Email** from within the Add Account section.



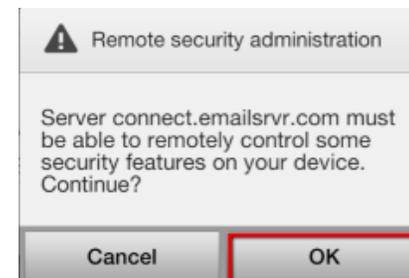
4.) Select **Microsoft Exchange Activesync** for the account type.

5.) Enter your e-mail address in the ~~Domain/Username~~ section, using the format of FirstName.LastName@CambridgeCollege.edu. Submit your password. Tap **Next**.

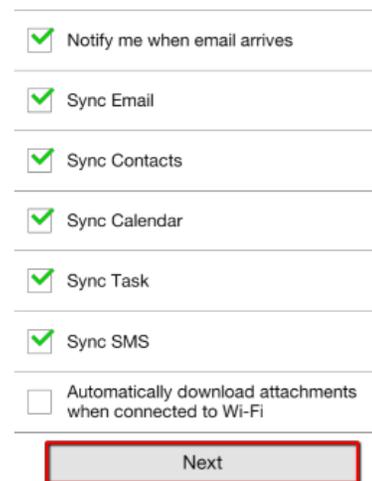
6.) Enter the Domain\username following the format of Cambridge\FirstName.LastName. Type your network password. Type the Exchange server as owa.cambridgecollege.edu. You will have to select to use a secure connection, which will additionally prompt your device to require a password. This is part of Cambridge College's Electronic Communication policy, details of which can be found on MyCC's [Resources](#) Tab.



7.) Select **OK** for the Remote Security Administration prompt.



8.) Select which options you would like to have synced with your phone, then select **Next**.



9.) You may submit a name for this e-mail account. Select the **Done** button at the bottom of the screen, and the set up will be complete!