Outlook Exchange - Android Device

Overview:

You can use a mobile device to access your Exchange account. On this page you will find the settings ActiveSync/Exchange to set up your Android mobile devices.

If you set up an Exchange/ActiveSync account on your Android device, the information you sync includes e-mail messages, calendars, contacts and task data!

Use these settings to access your Exchange e-mail on an Android mobile device:

<table>
<thead>
<tr>
<th>Username:</th>
<th><a href="mailto:netid@hunter.cuny.edu">netid@hunter.cuny.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td>The password you use to access your email account</td>
</tr>
<tr>
<td>Exchange Server:</td>
<td>mail.hunter.cuny.edu</td>
</tr>
</tbody>
</table>

Android Mobile Device:

- From the Applications menu, select Email. This application may be named Mail on some versions of Android.
- Type your full e-mail address (for example jsmith@hunter.cuny.edu), and your password, and then select Next.
- Select Exchange account. (This option may be named Exchange ActiveSync on some versions of Android).
- Enter the following account information and select Next.
  - Domain\Username: Type your full e-mail 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 e-mail address in the Username box.
  - Password: Use the password that you use to access your account.
o **Exchange Server**: Use the address of your Exchange server. The server name is *mail.hunter.cuny.edu*.

o 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:
  
  - **E-mail checking frequency**: The default value is Automatic (push). When you select this option, e-mail messages will be sent to your phone as they arrive. We recommend only selecting 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 e-mail arrives**: If you select this option, your mobile phone will notify you when you receive a new e-mail message.
  - **Sync contacts from this account**: If you select this option, your contacts will be synchronized between your phone and your account.

o Select **Next** and then type a name for this account and the name you want displayed when you send e-mail to others.

o Select **Done** to complete the e-mail setup and start using your account.

**NOTE**: You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive e-mail.