

## Outlook Exchange - Android Device

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### 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:

<b>Username:</b>	<a href="mailto:netid@hunter.cuny.edu">netid@hunter.cuny.edu</a>
<b>Password:</b>	The password you use to access your email account
<b>Exchange Server:</b> (incoming and outgoing)	mail.hunter.cuny.edu

### 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.

- **Exchange Server:** Use the address of your Exchange server. The server name is **mail.hunter.cuny.edu**.
- 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.
- 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 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.