To add an email account to your Android phone:

- ✓ From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of **Android.**

- ✓ Type your full email address 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 w/Username:** Type your full email address in this box.
    - • **Domain and Username:** If these are separate text boxes in your version of Android, leave the Domain box empty and type your full email address in the Username box.
    - • **Password**: enter your password
    - • **Exchange Server:** outlook.office365.com

- ✓ **Account Options** 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. 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 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.