Setting up Exchange ActiveSync – Android OS

1. From the **Main Home Screen**
   - Press the **Menu** button on your phone
   - Touch the **Settings** button on the screen

2. Touch **Accounts & Sync**.
3. Touch **Add Account**.

4. Touch **Exchange ActiveSync**.
5. Enter your student email address (firstname.lastname@my.und.edu) and password then touch Next.

6. If presented, ensure the Exchange server settings are correct, and then touch Next.
   - Email address
   - Domain – (leave blank)
   - Username – (full email address)
   - Password
7. If presented, ensure the following *Exchange server settings* are correct then touch **Next**.
   - Email address
   - Server address *(m.outlook.com)*
   - Domain *(leave blank)*
   - Username *(full email address)*
   - Password
   - SSL required
     - **NOTE**: Enabled when a green check mark is present

8. Select the desired *data* to synchronize with the exchange server then touch **Finish setup**.
   - **NOTE**: Enabled when a green check mark is present