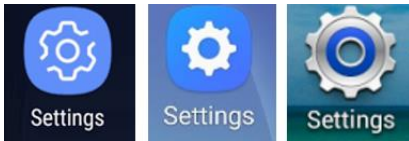


Adding your Exchange Mail Account on your Android Phone

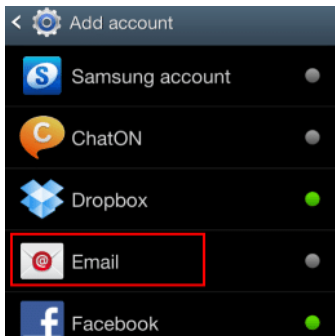
1. Locate your **“Settings”** icon from your App Drawer



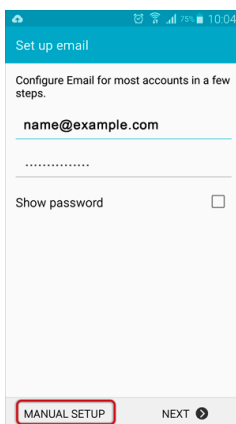
2. In the Settings menu, follow the most relevant steps to your Android device

- find and select **“Add account”**
- find **“Accounts”** and then select **“Add account”**

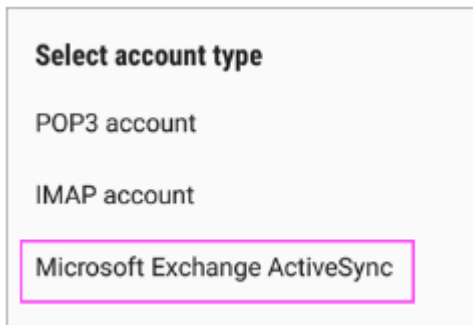
3. Select **Email** from the Add Account screen



4. Enter your email address and email password then choose **“Manual Setup”**



5. Choose “Microsoft Exchange ActiveSync”



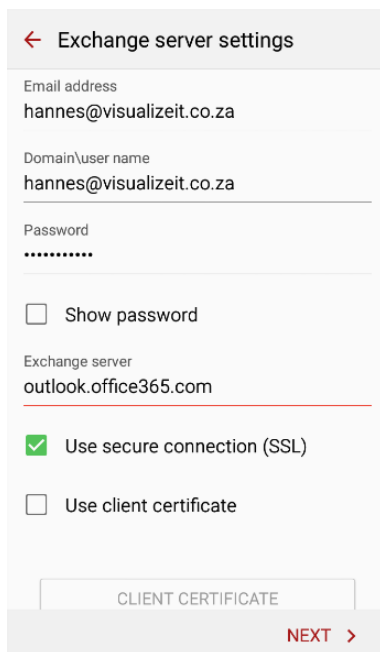
6. On the next screen, you will need to change the following:

Domain\user name: Change this to your full email address as it was sent to you by Visualize IT

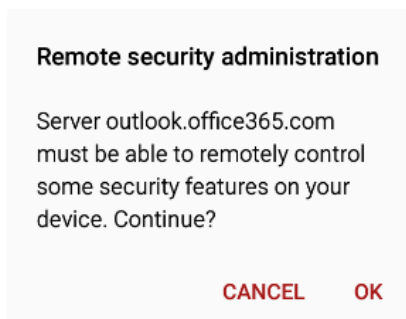
Password: Enter the password that’s associated with your email address

Exchange server: Change what’s currently entered to **outlook.office365.com** as seen below

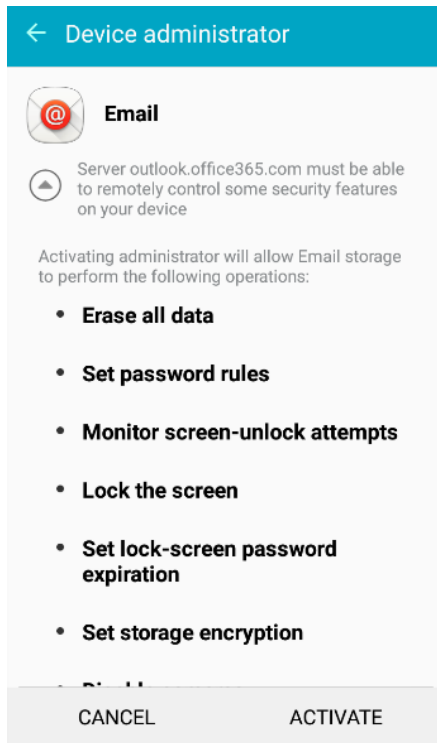
Tap **NEXT**



7. Tap **OK** on the “Remote security administration” screen



8. Tap **ACTIVATE** on the “Device administrator” screen



Account setup is now complete. You can now go to your Email App. Existing messages will start to download shortly.