

Android Hosted Exchange Mail Setup

Below you will find the steps to configuring your Android device to the Hosted Exchange Mail Service:

- The very first step is to start from the main screen, then go into the **Settings > Scroll Down to Accounts > Tap Add Account**
- You will then be prompted to select the type of account, this will be **Microsoft Exchange ActiveSync**
- Type in your email address along with the password for the account and select **Next**
- **It should automatically pick up the settings but if it does not follow the section below.**
- In here you will now need to enter the appropriate credentials for your account, this should consist of the following:
 - **Username** – same as email address
 - **Password** – As provided
 - **Server** – outlook.myemailonline.co.uk
 - **Domain** – Left Blank
- Beyond this you will be asked for synchronisation options, these will be at your preference, and can be changed at any point.

Once the above steps are complete, you should find all of your historic email configured and all new mail populating on the Android device. Should any issues be faced, they should be directed to the support team to assist with accordingly.