

## Set up **Android devices** for email, calendar and contacts

You can connect to your Office 365 or other Exchange-based email on an Android device. When you set up an Exchange account on your phone or tablet, you will be able to access and synchronise your email, calendar and contacts.

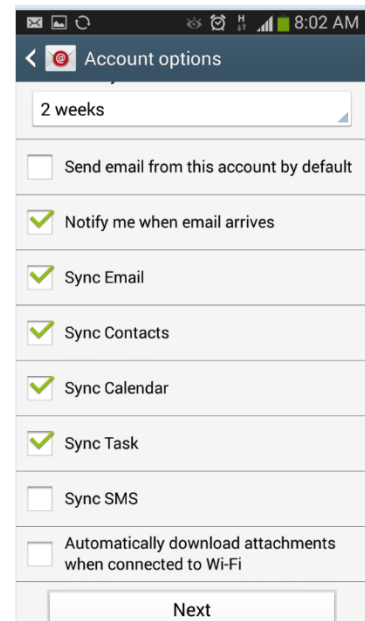
1. From your phone select **Apps > Settings > Accounts > Add account > Microsoft Exchange ActiveSync**
2. Enter your full email address, for example [jsmith@unitec.ac.nz](mailto:jsmith@unitec.ac.nz), and your password, select **Next**.
3. If you get a remote security administration working, select **OK**.
4. As soon as our phone verifies the service settings the **Account options** screen displays.

**Sync Email, Calendar and Contacts** are selected by default.

**Note:** Remember to uncheck **Sync SMS** if you do not want to sync text messages.

Select from the available options then select **Next**.


5. Type a name for this account and the name you want displayed when you send email to others.
6. Select **Done** to complete the email set up and start using your account.




## Using your email on mobile devices


Once you set up your Office 365 email account on your Android device, your email will be like any other email accounts on your device. Here's what you can do:

**To check email** – Simply open your **Email app**, eg  on your phone and check for your email.

Tap **Refresh**  to check for new messages.

**To check other folders** – Tap the **Folder**  icon and then select the folder you want view.

**To send email** – Tap the **New email**  icon then type your email, add recipients and tap the **Send** icon.

**To reply to an email** – Tap the **Reply** , **Reply All**  or **Forward**  icon as required.

**To add an attachment to an email** – Tap **Attach**  and add your attachment.