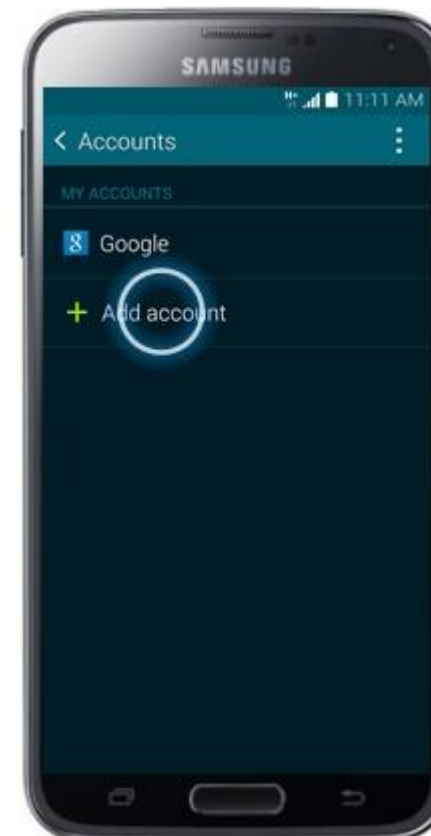


# Adding an Email Exchange account on the Android device:

## Samsung

1. Touch Apps.
2. Touch Settings.
3. Scroll to and touch Accounts.
4. Touch Add Account.

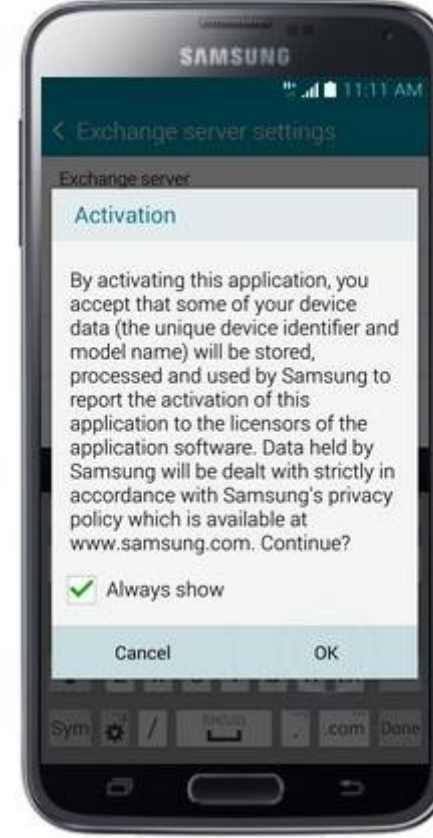
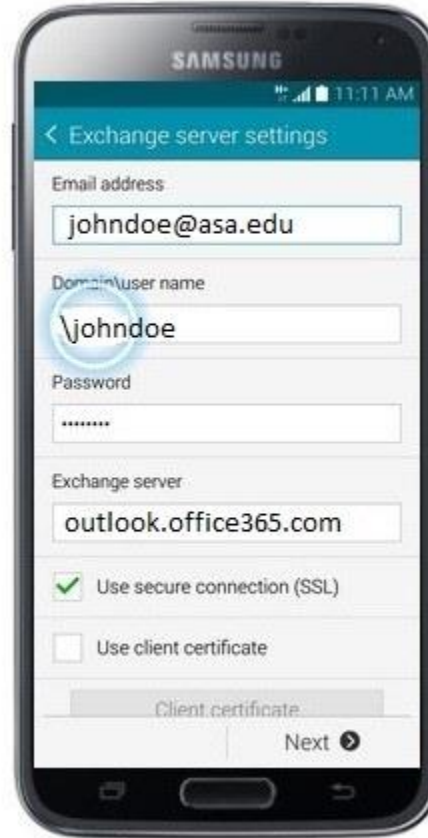
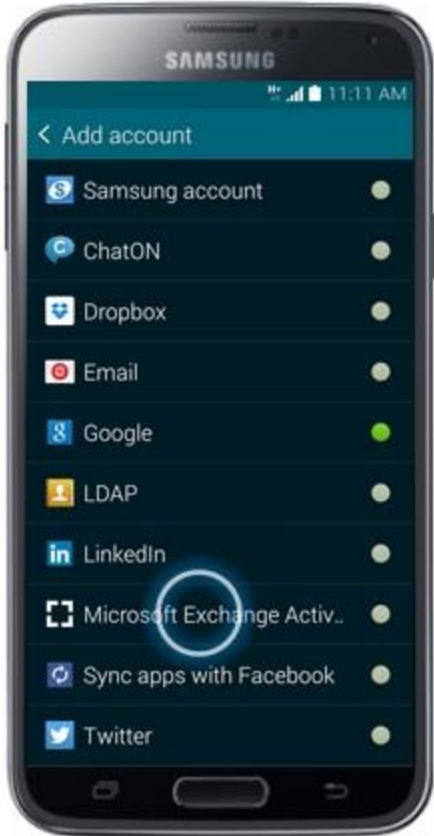


5. Touch Microsoft Exchange ActiveSync.

6. Enter your Email address  
firstnamelastname@asa.edu  
and Password then  
touch “Next”.

7. Touch Domain\username  
Leave the Domain blank  
Just type in \username

9. Touch OK.



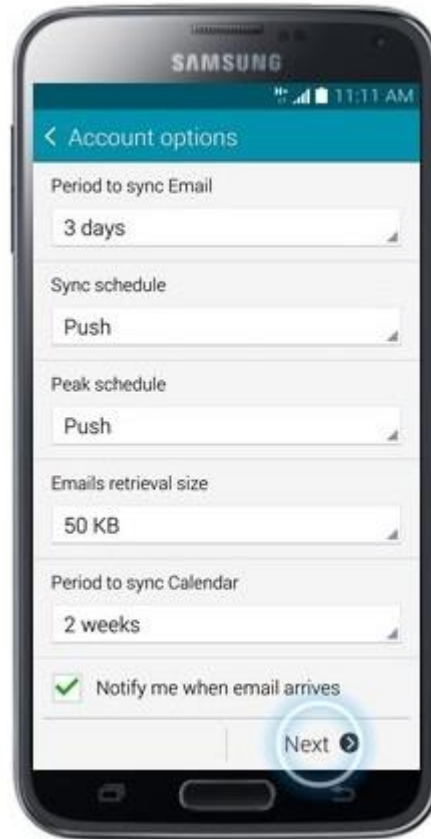
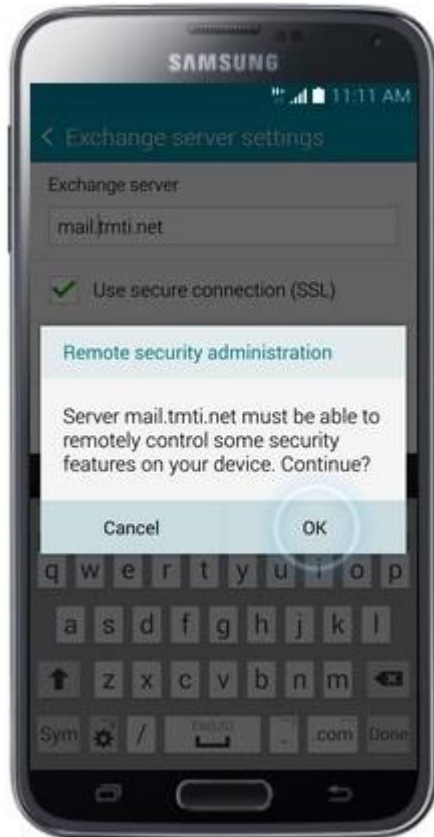
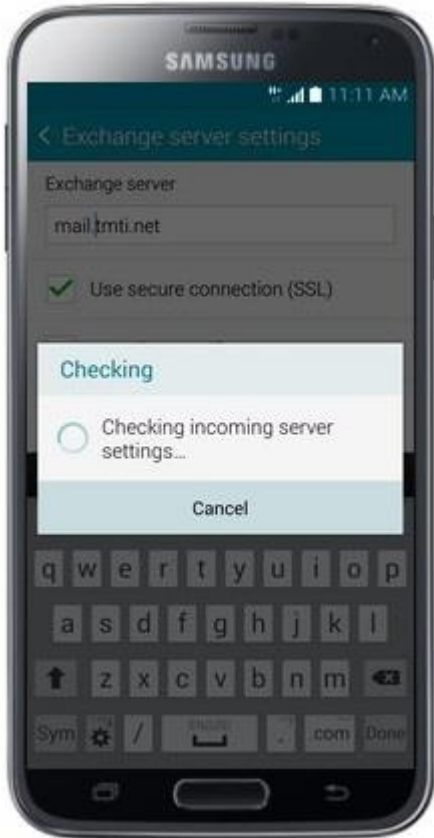
8. Scroll to and touch  
Exchange Server, type  
outlook.office365.com  
Then Touch “Next”

10. Wait while the phone verifies the account

11. Touch "OK"

12. Scroll down and touch Next.

13. Touch Activate.





14. Edit the Account Name if desired.



15. Touch Done

