How to Set Up Exchange E-mail on Android Phone

Follow these steps to set up your Android device to access your Mercy e-mail account.

The steps may be a little different on different models of Android phones, but the information will be the same.

1. From your apps screen select settings.

2. Then:

3. Tap

4. Select Microsoft Exchange:

   Note:
   Different phones have different wording but you should see **Corporate**, **Corporate Sync**, **Exchange**, **Exchange Active Sync**, or possibly **Microsoft Exchange**.

   ![Image of settings and accounts sync options](image-url)
5. Enter your email address and password and click **next**. All of your information should auto populate in the next screen, if not please follow the steps below in **Step 6**.

![Set up Exchange ActiveSync account](image)

Enter your email address here.  
(jsmith@mercy.edu)

Enter your password here

6. Enter in your information:
   Email address: your **Mercy email address** (ex. jdelavan@Mercy.edu)  
   Password – **Your Mercy domain password**. Each time you change your password you will need to go into your phone and change the password to match.

![Set up Exchange ActiveSync account](image)

- Mercy e-mail address
- Outlook.office365.com
- Leave this blank
- first initial last name
- Mercy password

7. Click **Next**
Choose what you would like to sync on your Android. The usual is Mail, Contacts, and Calendars. Here you can also set your update schedule, “Push Mail” is real time email receiving, but it does use more battery power.

8. Click next:
Enter an account name > Click Finish setup

9. Go to the home screen and click on e-mails you should see your Mercy e-mail.