

Exchange Mailbox Setup Instructions for:

Android

(in Outlook App)

Android Exchange Setup (in Outlook app):

To add an Exchange mailbox on an Android phone using the Outlook app, first open the Outlook app:



Go to Settings, then click "ADD ACCOUNT":

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÷	Settings			
?	Help & feedback			
Accounts				
٥	gljeter1@msn.com Outlook			
+	ADD ACCOUNT			
Mail				

At the bottom click "Add an email account":

<i>p</i> 5	Signature Get <u>Outlook for Android</u>	
	Add an email account	
	Add a storage account	

Type in the email address, then click "Continue >":



Click "Exchange":



Slide the "Advanced Settings" slider to the right, then enter your email address in the Email Address and Domain\Username fields along with the Server settings as shown below, then click the "Done" button (the check mark in the top right corner):

≝ - ···	94% 🔳 10:	54 AM
← Connect Exchange	?	~
Email Address		
gary@tomrowe.com		
Server (example: server.domain.com)		
mail.elshosted.com		
Domain\Username		
gary@tomrowe.com		
Password		
•••••		
Description (example: Work)		
Tom Rowe & Associates		
ADVANCED SETTINGS		

Removal Instructions:

To remove the mailbox from the Outlook app open the Outlook app, then press the hamburger menu in the top left corner:

75" 💭	··· 🏤	* 🛼 1	93%	11:01	AM
	Inbox Tom Rowe & Associates				
				🗲 Filt	ers
	John from TeamV	iewer		8:14	AM



Click the Gear icon in the lower left corner:



Click the account that you want to remove:

81' 🔛 💭 🚥		@\$? ₁,	91% f	1:25	P	
	÷	Settings					
	0	Help & feedback					
Accounts							
	٥M	gljeter1@msn.co Outlook	om				
	E	gary@tomrowe.c	com]			
	+	ADD ACCOUNT					

Click "DELETE ACCOUNT":

Having sync issues? Try resetting your account to fix it.



DELETE ACCOUNT