EQUIPMENTLOCATOR.com

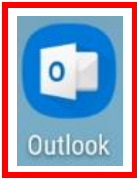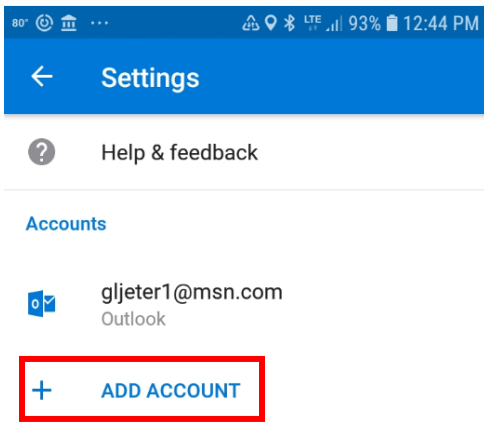# Exchange Mailbox

Setup Instructions for:

Android

(in Outlook App)

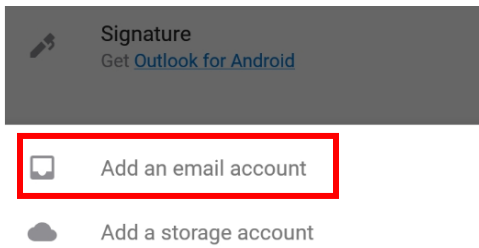## Android Exchange Setup (in Outlook app):

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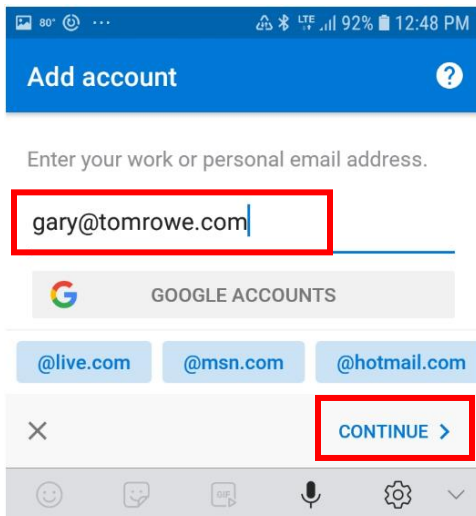

Go to Settings, then click "ADD ACCOUNT":
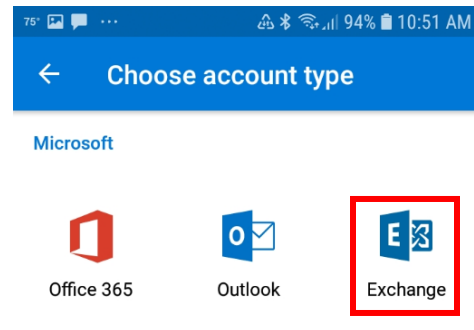

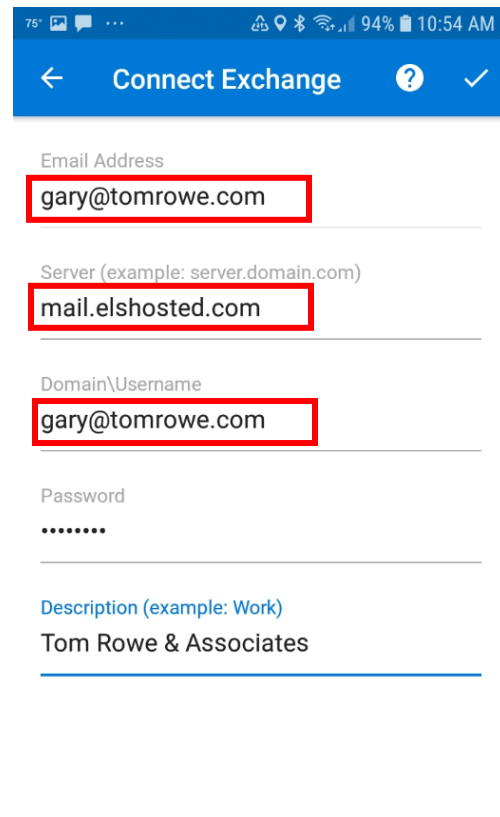At the bottom click "Add an email account":

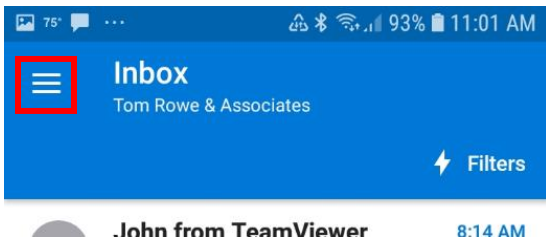Type in the email address, then click "Continue >":

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):
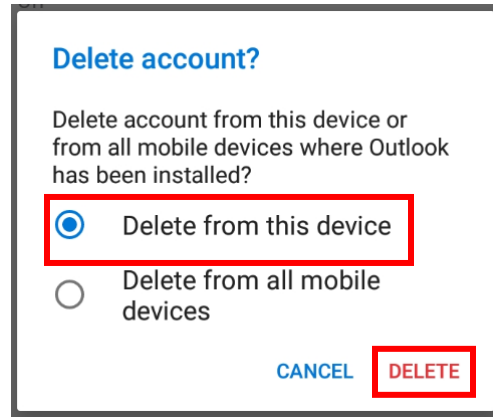

NOTE: All instances of email address and user name fields MUST contain the full email address.
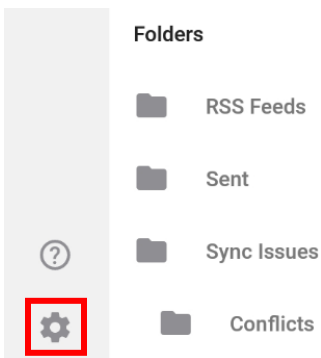
Removal Instructions:

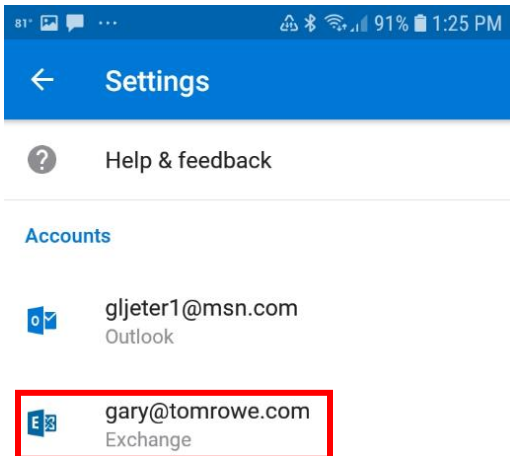**To remove the mailbox from the Outlook app open the Outlook app, then press the hamburger menu in the top left corner:**

Click the Gear icon in the lower left corner:

Click the account that you want to remove:

Click "DELETE ACCOUNT":

Select "Delete from this device", then click "DELETE":