

Exchange Mailbox Setup Instructions for:

Android

(in default Mail app)

Android Exchange Setup (in default Mail app):

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



Click the gear icon in the top right corner:



Click "Add account":

🖬 🕸 🐞 … 🛛 🗟 🙀 4:22 PM		
< EMAIL SETTINGS	1	
ACCOUNTS		
gary@equipmentlocator.com Last synced on 11/12/18 4:19 PM		
+ Add account		
GENERAL		

Type in the email address and password, then click "SIGN IN":

— • • • • • • • • • • • • • • • • • • •	🖘 📲 76% 🛢 4:51 PM
< ADD NEW ACCOUNT	
gary@tomrowe.com	
 Show password Set as default email 	
MANUAL SETUP	SIGN IN

Click on "Microsoft Exchange ActiveSync":



The following screen appears:

مه 🔽 🎼	🖘 🧃 97% 💼 9:57 AM
< EXCHANGE SERVER S	ETTINGS
ACCOUNT	
Email address	
gary@tomrowe.com	n
Domain\username	
\gary@tomrowe.co	m
Password	
O Show password	
SERVER SETTINGS	
Exchange server mail.elshosted.com	
Subsection (SSL)	
 Use client certificate 	
CLIENT CERTI	FICATES
	SIGN IN

Wait until you receive the following popup, then click "APPLY":



Removal Instructions:

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



Click the account that you want to remove:



Click "REMOVE":



Click "REMOVE":

