# EQUIPMENTLOCATOR.com

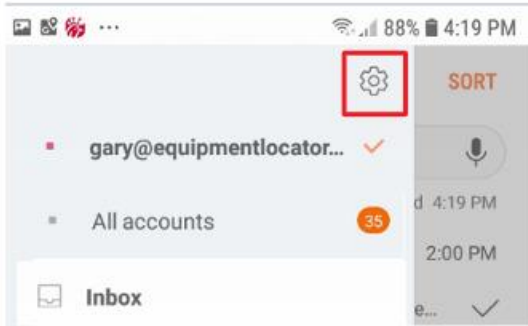# Exchange Mailbox

# Setup Instructions for:

# Android

## (in default Mail app)
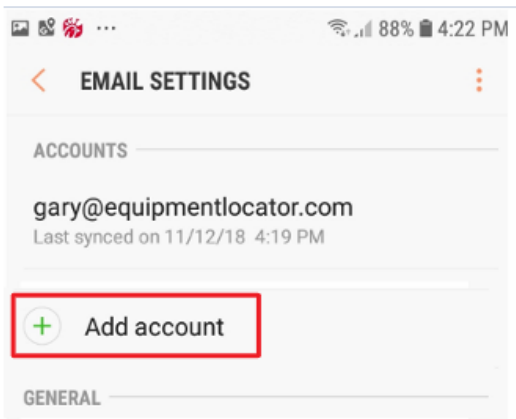
## Android Exchange Setup (in default Mail app):

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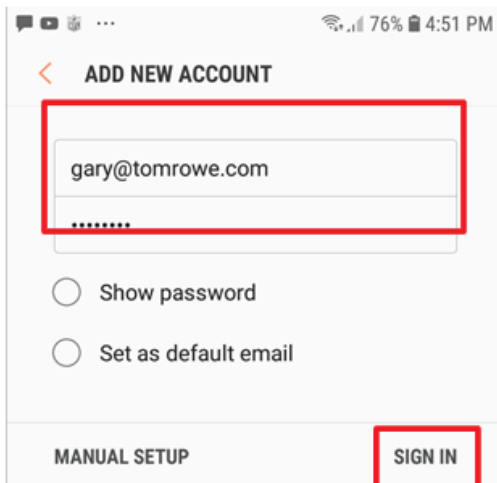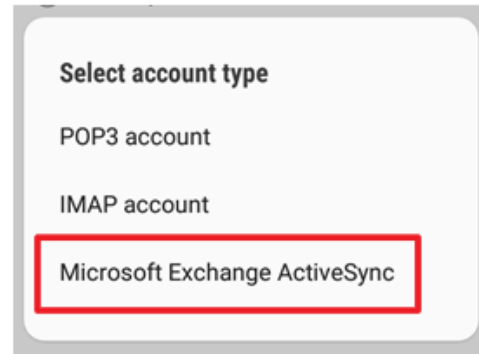


**Click the gear icon in the top right corner:**
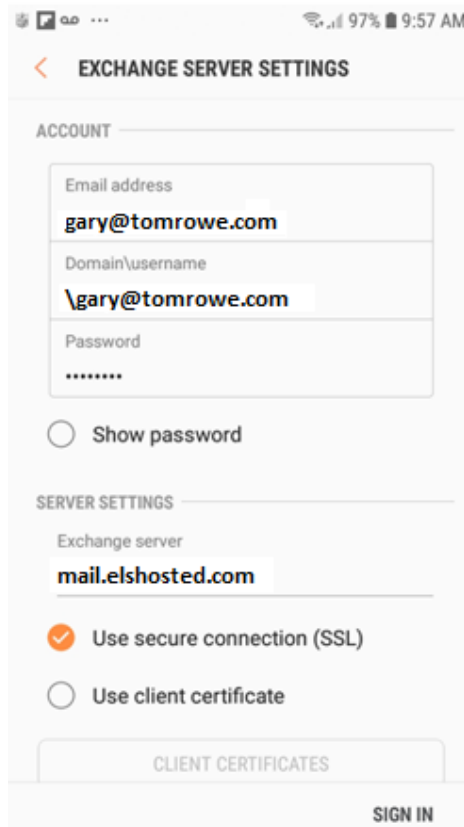


**Click "Add account":**



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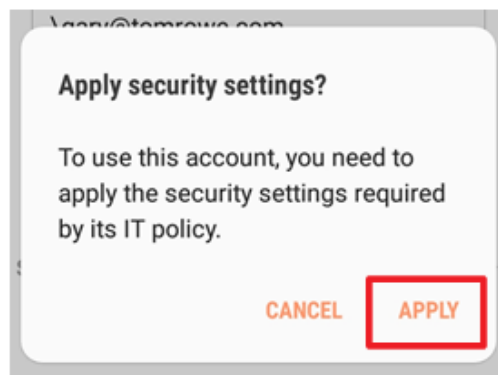


**Click on "Microsoft Exchange ActiveSync":**
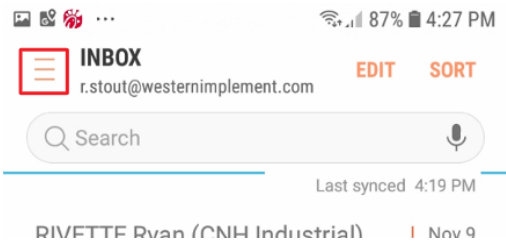


**The following screen appears:**



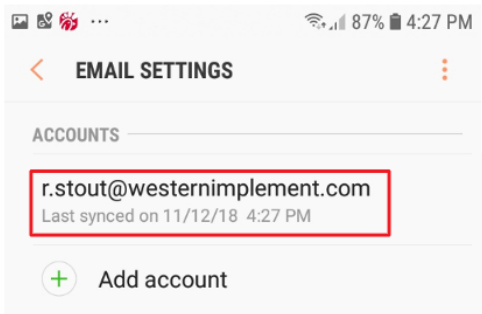**Wait until you receive the following popup, then click "APPLY":**
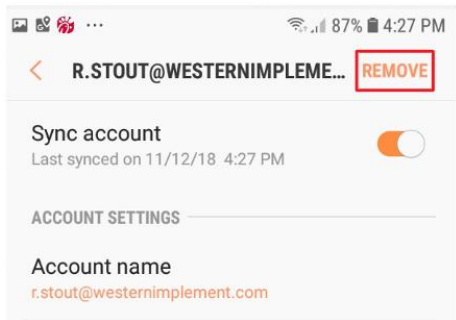
# Removal Instructions:

**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":**