Smartphone Configuration for Exchange Online Accounts

For Android Phone users:

FIRST – create a new UW email connection:

1. From the Applications menu, select Email; some Android phones may instead call the app Mail.
2. Select the Menu button, and then select Settings.
3. Select Add Account.
4. Select Exchange account; this option may be named Exchange ActiveSync on some versions of Android. If you don't see either choice, select Other, enter your UW email address and password, then select Exchange.
5. Enter the following account information, and then select Next.
   - **Domain\Username.** Type your full UW email address in this box. If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty and type your full UW email address in the Username box.
   
   **Note:** On some versions of Android, you must use the domain\username format, with your full UW email address as your username. For example, if your UW email address is my-uw-net-id@uw.edu, type uw.edu\my-uw-net-id@uw.edu.
   
   - **Password.** Use the password associated with your UW NetID.
6. As soon as your phone verifies the server settings, the Account Options screen appears. The options you see here (depending on the version of Android your device is running) may include:
   
   - **Email checking frequency.** The default value is Automatic (push). When you select this option, email messages are sent to your phone as they arrive. **We recommend leaving this default setting in place only if you have an unlimited data plan.**
   - **Amount to synchronize.** This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.
   - **Notify me when email arrives.** If you select this option, your mobile phone will notify you when you receive a new email message.
   - **Sync contacts from this account.** If you select this option, your contacts will be synchronized between your phone and your account.
7. Select Next, and then type a name for this account and the name you want displayed when you send email to others.
8. Select Done to complete the email setup and start using your account.

**Note:** You may need to wait 10-15 minutes after you set up your account before you can send or receive email.

THEN – delete your old UW email connection:

1. From the Applications menu, select Email. (This application may be named Mail on some versions of Android.)
2. Select the Menu button, and then select Settings.
3. Select the Trash icon.
4. Select the account that you want to delete, and then select Delete.
5. Select OK.