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.
    ○ **Exchange Server**. Enter outlook.office365.com.

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**.