Setting up Exchange on an Android Phone

Not all Android devices are identical. If your screen doesn't look like the pictures below, there is likely another option with similar wording. The screenshots below were all taken on a Motorola Droid 2.

Before setting up Exchange access on your phone make sure that:

- You can access owa.wm.edu and can login from a desktop or laptop computer (not on your phone).
- Your phone is connected to the Internet either via Wi-fi or 3G with a good signal.
- You can access www.wm.edu in your phone's browser.

After verifying that your phone is connected to the web you can begin the setup process.

1. From the home screen find the button that will let you access your phone's list of applications.

2. Select Settings (the programs are in alphabetical order). Note that your application's icons may look different than those in Figure 1 above.

![Figure 1: The list of applications with Settings selected](image)
3. Select the option labeled **Accounts**. Some phones refer to this as **Accounts & Sync**.

4. Under Accounts choose the option that allows you to add a new account. On some Android phones you may need to press the menu button to see this option.

5. Select the option that allows you to add an Exchange or Corporate Sync account.

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![Figure 3: Options available under Settings](image1)

![Figure 2: The accounts management screen](image2)

![Figure 4: Account type options with Corporate Sync selected](image3)
6. Enter your information and the Exchange Server's information:
   - **Domain\Username**: campus\<your W&M username>
   - **Password**: your W&M password
   - **Email Address**: <your W&M username>@wm.edu
   - **Server**: owa.wm.edu
   - Ensure that any option to use a secure connection is checked or enabled

7. Click **Next**.

8. If your information is entered correctly you should be set up and receiving e-mail.
9. You can fine tune settings and select what information you want synced between your phone and the Exchange Server.

10. Begin by selecting the account that you just created.

11. On this screen you can choose exactly what you would like to sync to your phone. **NOTE:** that the Calendar being synced is your Exchange calendar, not Oracle Calendar. If you scroll down on the same screen you can select how far back you want mail stored on your phone, (labeled “Sync messages for:” in Figure 8). You can read older mail from your phone regardless of the amount of time selected, but the phone will have to retrieve it from the server first.
12. If you were checking your W&M mail from your phone prior to the move to Exchange you may need to delete your old account. To do so, long tap on the account by touching and holding until a new menu appears. On that menu there should be a delete account option. Select that option and confirm that you would like to delete the account from your phone.