

Central College – ITS Help Desk

Exchange on Android Device

Objective – to allow access on an Android device to Central College Mail stored on an Exchange Server.

Option 1

- 1) Tap on **Settings**
- 2) Tap **Accounts**
- 3) Choose to add a new account
- 4) Tap on Microsoft Exchange or Corporate account
- 5) Type your Central College email address and password, leave the anonymous box blank
- 6) Description is your choice of identifying words
- 7) Tap **next**
- 8) Choose how many days to sync email
- 9) Review sync options, ex: calendar, mail, contacts, tasks
- 10) Return to the Apps screen, and tap the Mail icon

Option 2

- 1) Go to the Google Play Store
- 2) **Download** the Microsoft Outlook app
- 3) **Sign in** to the Outlook app with your Central College Credentials