Configuring Mail on Android Smartphone

By Scott Badger

1. Under "Settings" select "Account & Sync".

2. Press the "+" button to add an account.

3. Select "Exchange ActiveSync".

4. In the Setup Exchange ActiveSync account window, you will need to enter in your full RIC email address and password and then click "Manual Setup".

5. In the Setup Exchange ActiveSync account window, do the following:
a. **Email:** Make sure that your full RIC email address is located in this field.

b. **Server Address:** Enter outlook.office365.com

c. **Domain:** Leave blank

d. **Username:** Enter in your full RIC email address

e. **Password:** Make sure that you have entered in your password if you did not do it back in step 4.

6. Click “Next”.

7. If the Autodiscovery feature is unable to configure your Exchange account settings, click “Trust”.

8. Click “Next”.

9. Your Mail has been configured on your Android device.