**How to set up an Exchange account on Android phone**

I completed the following steps on a Samsung Galaxy Nexus Android 4.0.4. You should find that the similar instructions will work with all Android-based phones running.

<table>
<thead>
<tr>
<th>Open the Email application</th>
<th><img src="image1" alt="Email application" /></th>
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</thead>
<tbody>
<tr>
<td>Click the settings</td>
<td><img src="image2" alt="Settings" /></td>
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<tr>
<td>Click Add Account button on the right top corner</td>
<td><img src="image3" alt="Add Account button" /></td>
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</table>
Enter your email address and password, click the Manual setup button

Account setup page, choose Exchange

Enter your: Domain\Username, password and Exchange server address as indicated on the left screen shot. Make sure check User secure connection (SSL). Click Next button.

Domain: nvcc
Server: mail.nvcc.edu
You should see these two pop-up windows. Click OK to finish setting up.

Double check the settings for your needs and click next button.
Activate your device administrator.

Battery drain warning

Automatic (Push) will drain your battery quickly. If you set up an Exchange account that you know has very heavy traffic, you might want to be careful about setting Automatic (Push). Instead, a more reasonable option, such as every 5 or 10 minutes might be a better setting.

Troubleshooting

It should be very simple to set up these accounts. If you have trouble with this process, the cause is most likely an incorrect password, address, or domain.

Multiple accounts

You can only set up one Exchange account with the built-in tools, but you can purchase a tool, such as TouchDown, to allow you to configure unlimited Exchange accounts.