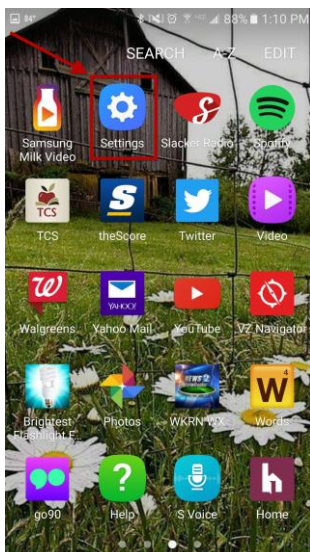




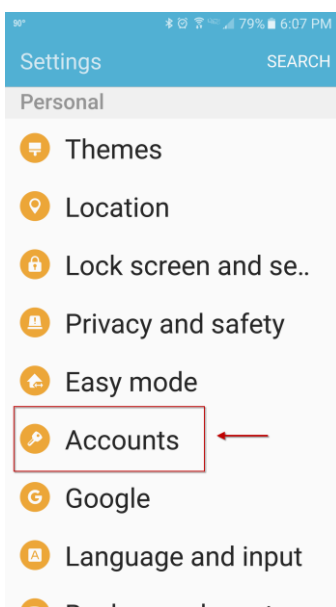
# Setting up a Microsoft Office 365 Exchange Email Account on Your Android (Droid) Phone

To setup your Motlow Microsoft Office 365 Exchange email account on your Android device (Droid).

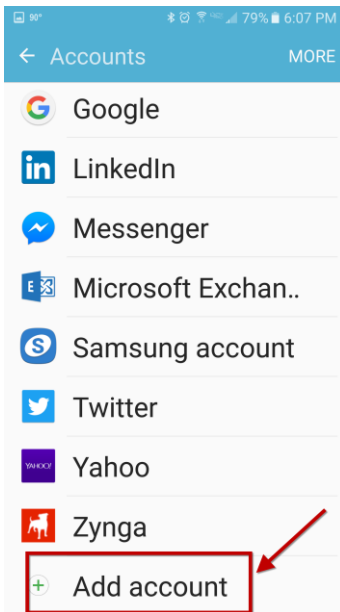
1. From the Home screen tap the physical **Menu** button to pull up the quick options.
2. Click **Settings**



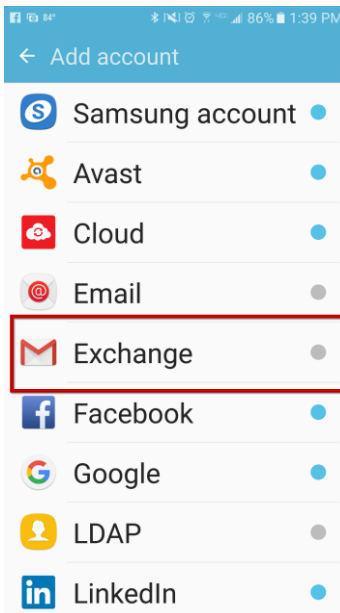
3. From the **Settings** menu, select **Accounts and sync**. Your Droid may differ slightly, and say only **Accounts**.



4. Then tap **Add Account**.

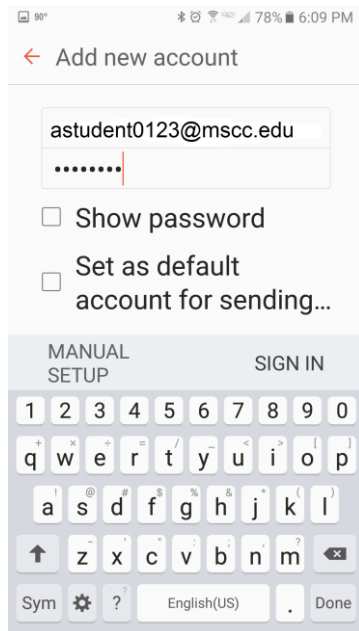


5. Tap **Microsoft Exchange**. Your Android device may differ slightly and show **Active Sync** or **Corporate Email**.



6. Complete the following fields, and then click **Next**.

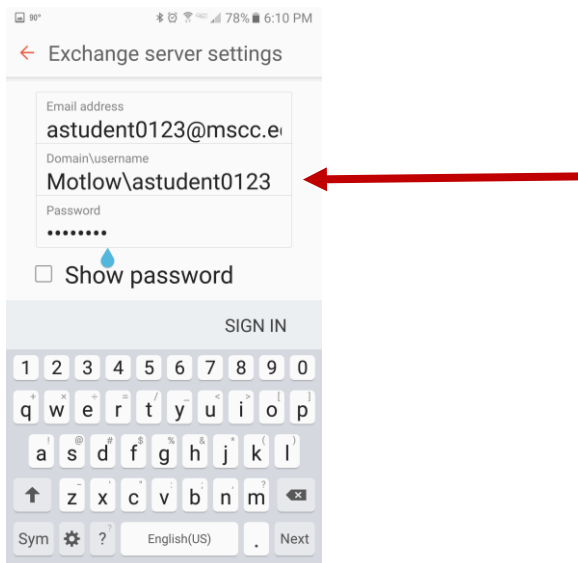
- **Email** — Enter your Motlow email address.
- **Password** — Enter your Motlow email account password.



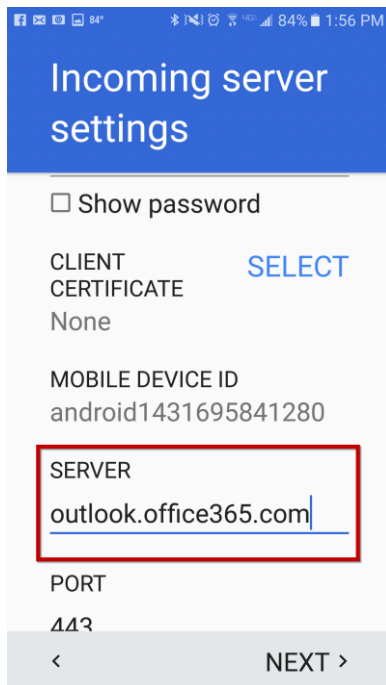
7. Depending on the model of your Droid, the next step may be automated, or you may not see it at all.

1. Verify/Type in your information

- **Username** — Enter your full Motlow Exchange email address.
- **Password** — Enter your email account password.
- **Domain\username** — Motlow\username



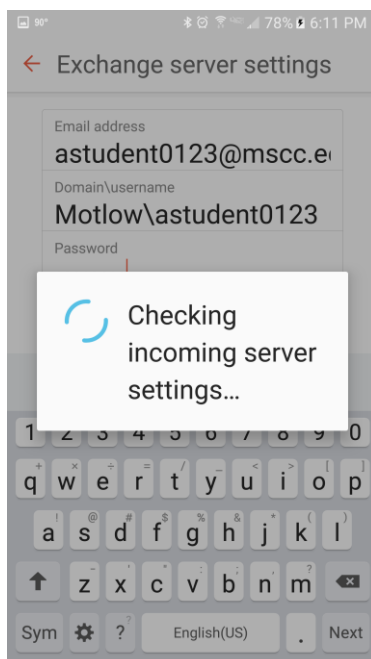
- In the **Exchange Server** field
- Enter **outlook.office365.com**



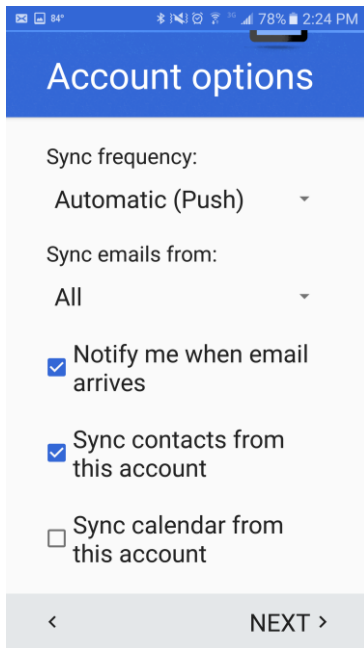
- **Use secure connection SSL** — Do not select this option
- **Accept all SSL certificates** — Do not select this option

8. Tap **Next**

9. Your Droid will sync with the server for a moment



10. Depending on the model of your Droid, the next step may be automated, or you may not see it at all.



11. Select to synchronize Mail, Contacts, or Calendars by sliding to clicking the down arrow and make your selection.

**WARNING:** If you check the box to synchronize your Contacts, **ALL contacts may be deleted from your Android device.**

12. Click **Done**.