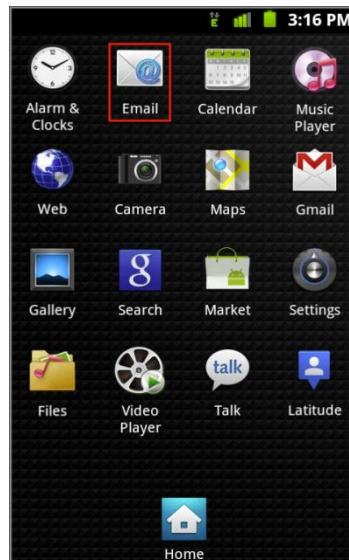# Setting Up Your Android with Microsoft Exchange 2010

Note: This article is a general guide for setting up Android devices. The steps may vary depending on the OS that you are running.
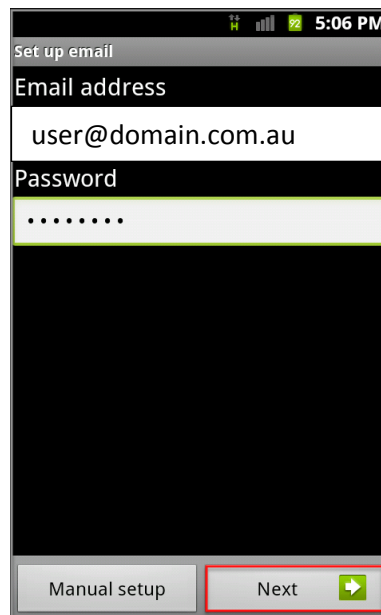
Prerequisites

Before you can use ActiveSync to set up your email account, you must have an ActiveSync license and it must be assigned to your email address.
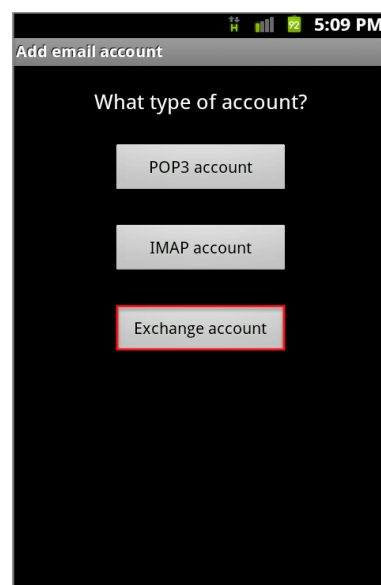
1. On the Home screen of your Android device, select the **Email** icon.

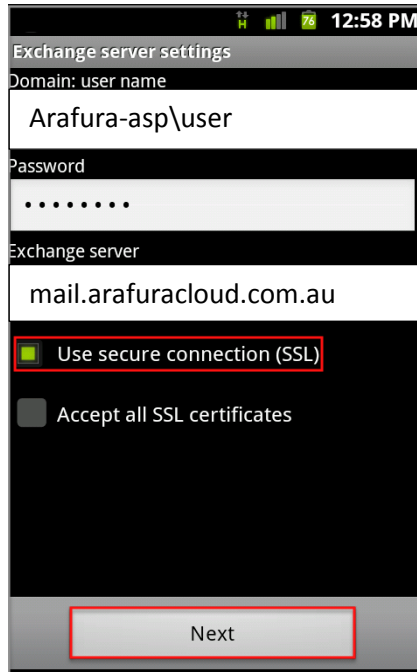2. On the Set up email screen, enter in your full email address and password and then select **Next**.

3. On the Add email account screen select **Exchange account**.
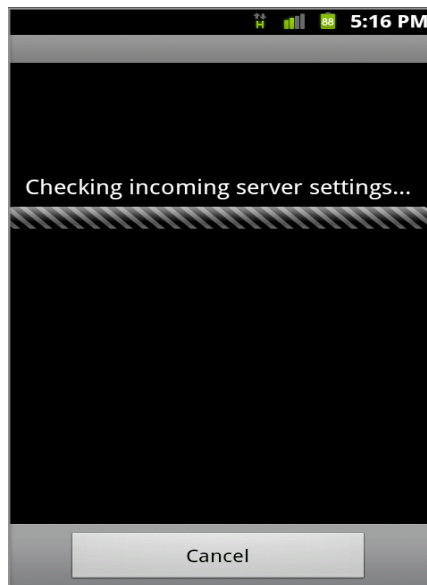

4. On the Exchange server settings screen enter your entire email address preceded with
a \ (backslash), select the Use secure connection (SSL) check box, and then select **Next**.
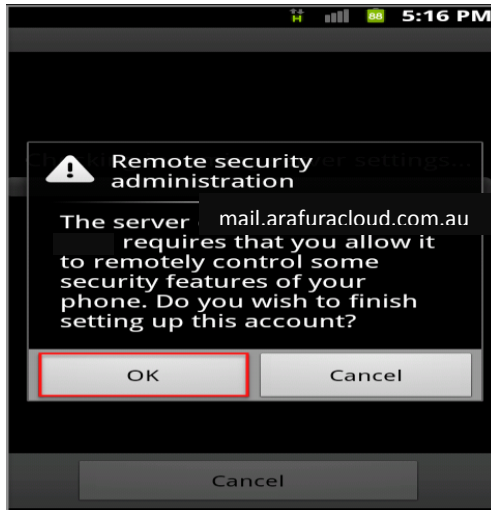*Note: Depending on the OS that is running on your device, you may see only **Domain** as an option. If so, you can leave this field blank*.
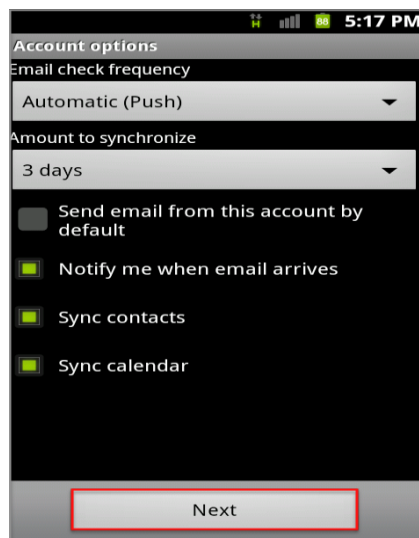
Your device checks incoming server settings.

5. In the security pop-up box, select **OK** to allow the server to remotely control some security features of your device.

6. On the Account options screen, specify all the options that you want, and then select **Next**.

7. On the Set up email scree, optionally specify a descriptive name for the account, and then select **Done**.