

# Setting Up Android E-mail for Exchange

Follow these steps to set up your Android device running Android 2.x to access your SSBG Exchange e-mail account.

Before you begin, you need:

- An [Active Directory](#) (AD) username and password. Your username is usually the first part of your SSBG e-mail address before the @ symbol. If you forgot your password, [reset it](#).
- An Exchange account in the SSBG Campus Exchange Organization.
- The name of the Exchange server that hosts your Exchange mailbox.
- An Android device running [Android 2.x](#).

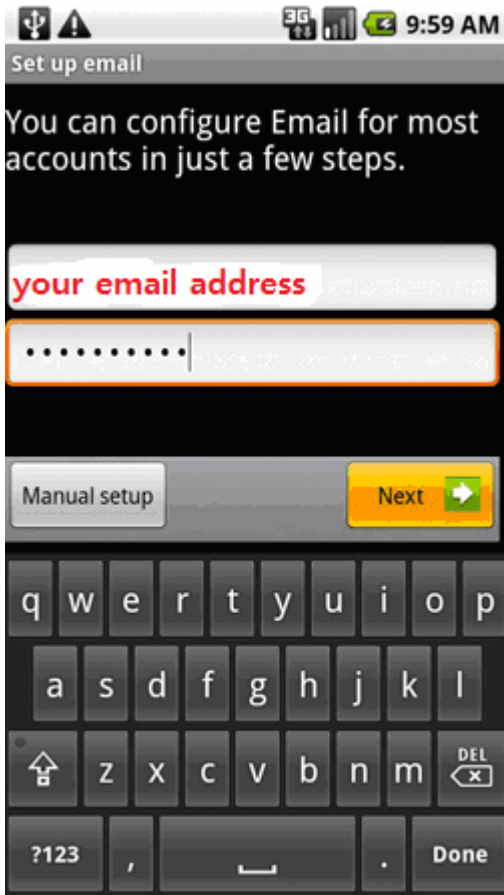
## 1. Access e-mail options.

Select **Email** from the main menu.



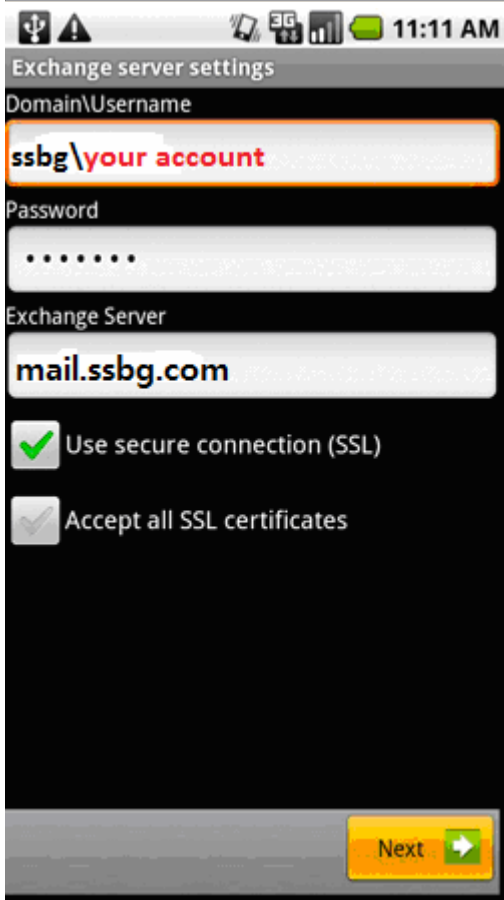
## 2. Select the account type.

- On the Set up email screen, enter your **SSBG e-mail address** in the first field.
- Enter your [Active Directory](#) (AD) password in the second field.
- Click **Next**.



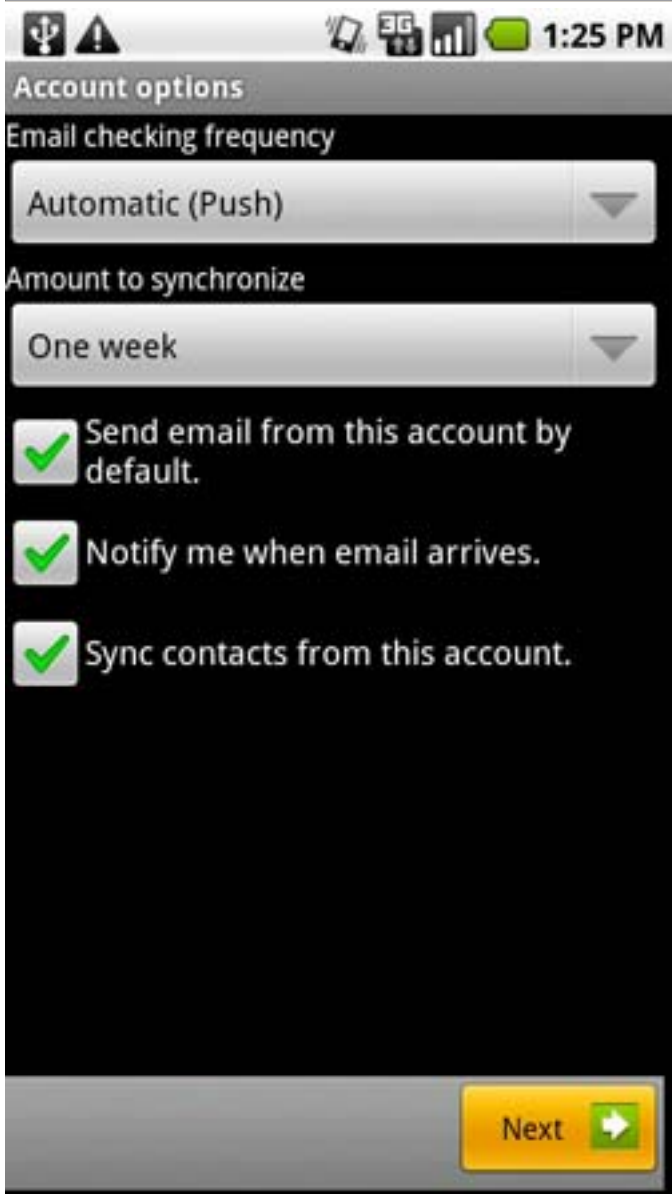
### 3. Enter your account information.

- On the Exchange server settings screen, select **Exchange account** for type of account.
- Enter **ad\** and your **Active Directory username** in the Domain\Username field.
- Enter your **AD password** in the Password field.
- Enter **mail.SSBG.com** in the Exchange Server field if you use the central Exchange server. Contact your system administrator if your department uses a different server.
- Select **Use secure connection (SSL)**.
- Click **Next**.



#### 4. Configure account options.

- On the Account options screen, select **Automatic (Push)** in the Email checking frequency field.
- Select **One week** in the Amount to synchronize field.
- Check **Send email from this account by default**, **Notify me when email arrives**, and **Sync contacts from this account**.
- Click **Next**.



## 5. Complete your setup.

- On the Set up email screen, enter a name for the account (example: SSBG) in the Give this account a name (optional) field.
- Enter your name in the next field.
- Click **Done**.

**Note:** It may take a few minutes to fully sync all your messages to your inbox.

