

# Setting up Outlook OWA (Exchange ActiveSync) on your Droid-based smart phone

## Setting Up an Android Phone ( T-Mobile version 2.1) for Outlook Exchange

1. Go to “**Work Email**” application
2. Push “**Menu**” button, select “**More**”, and then “**Settings**”
3. Select “**Add Account**” or “**Account Settings**”
4. Enter your full email address (ex. shelley5476@student.d211.org)
5. Enter the Server address: **pod51004.outlook.com**
6. Enter the domain: (leave this blank)
7. Enter your full email address again: (ex. shelley5476@student.d211.org)
8. Enter your email password
9. Check the box indicating server requires an encrypted SSL connection.
10. Click “**save**”

## Setting Up an Android Phone (Verizon version 2.2) for Outlook Exchange

1. Go to “**Settings**”
2. Select: Accounts & Sync
3. Select: Add account
4. Select: Corporate
5. Enter your Outlook email address and password, check send email from this account by default.  
Click **Next**
6. Use the following settings:
  - a. Domain\Username: (lastname4digits@student.d211.org (shelley5476@student.d211.org)
  - b. Password: your new email password
  - c. Server: **pod51004.outlook.com**
  - d. Check: Use secure connection (SSL) and Accept all SSL certificates
  - e. Click **Next**.
11. You will see this message: *The server pod5004.outlook.com requires that you allow it to remotely control some security features of your phone. Do you wish to finish setting up this account?* Click **OK**
  - a. Complete **Account options**. Click **Next**.
12. Give your account a name (optional. If you don't, it will use the email address as a name.) Click **Done**

Please Note: Because of the way Exchange works, it REQUIRES a passcode to be enabled on the iOS device. If you do not have one enabled, your device will prompt you to create one. Simply follow the on screen prompts.

\*\*If you have Android version 2.1, you will only be able to access email.

\*\*If you have Android version 2.2, you will be able to sync your calendar.