Configuring Exchange Online MAPI Email
On your Android Device

This document describes the process of configuring an Android device for TJU Microsoft Exchange Online MAPI email. Because there are many variations of the Android operating system available, some screen shots and settings listed in this document may appear different than what appears on your specific Android device.

1. Open the Settings menu. On many Android phones, you can press the Home button to return to the home screen then press the Menu button to make the menu appear. Then, press Settings.
2. From the Settings menu, press **Accounts and Sync**.

3. Press **Add Account**
4. Press *Exchange ActiveSync*

5. Enter your full Jefferson email address (firstname.lastname@jefferson.edu) in the top box.

6. Enter your password in the second box.

7. Press *Next*. 
8. Enter the following information into the *Setup* screen:

   **Email Address:** Your TJU email address (first.last@jefferson.edu)
   **Server Address:** outlook.office365.com
   **Domain:** [Leave blank]
   **Username:** campusKey@jefferson.edu (e.g. jxd001@jefferson.edu)
   **Password:** Your TJU password

9. Press *Next*. 
10. Uncheck *Calendar*.

11. Press *Next*.

12. Enter an account name if you do not wish to use the default name (your email address).

13. Press *Finish setup*.