How to Set Up Exchange E-Mail on an Android Device

Introduction

Pace Students, Faculty, and Staff can set up their Exchange email account on their Android device using Exchange ActiveSync.

Setting Up ActiveSync on an Android Device

- Launch the Email App
The Account setup screen displays

- Type your full *Pace email address* and *Password*
- Click *Next*

- Click *Exchange* as Account Type
• Type *pace/your username* in the **Domain/Username field**
• Type your **Pace Password**
• Type your full **Pace email address** in the **server field**
• Click **Next**

• Click **OK**
The Account settings screen displays

- Click Next

Note: The Waiting for sync screen will appear until your email account verified.
• Click Next

Your Pace Exchange email account is now connected.