This walkthrough will guide you to connecting your mobile Android device to receive district email. Keep in mind the mail applications on mobile devices do not give you the same functionality as the desktop Outlook client. While on a school site, you should use Microsoft Outlook as installed on every Computer for maximum functionality and security.

DISCLAIMER: varying models and OS versions may have screens which appear differently than these instructions. The primary content remains the same:

- Email: your full email address
- Server: outlook.office365.com
- Username: your full email address
- Password: email account password

Set up Microsoft Exchange email on an Android

1. From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android.
2. Type your full email address, ending in @westside.k12.ca.us, and your password, and then select **Next**.
3. Select **Exchange account**. This option may be named Exchange ActiveSync on some versions of Android.
4. Enter the primary account information from above, substituting your information where appropriate and select **Next**.
5. As soon as your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:

- **Email checking frequency** The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. We recommend only selecting this option if you have an unlimited data plan.
- **Amount to synchronize** This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.
- **Notify me when email arrives** If you select this option, your mobile phone will notify you when you receive a new email message.
- **Sync contacts from this account** If you select this option, your contacts will be synchronized between your phone and your account.

6. Select **Next** and then type a name for this account and the name you want displayed when you send e-mail to others. Select **Done** to complete the email setup and start using your account.

NOTE You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive e-mail.

Common Email App specific instructions can be found at the following links. Android Flavor and App varieties may vary.

Gmail App	**Samsung Email App**	**Outlook for Android**
https://goo.gl/XL5lBQ	https://goo.gl/m9NlVE	https://goo.gl/JzLQDl