Setting Up ODU Exchange Email (Android)

1. Tap the **All Apps** button.
2. Tap the **Settings** icon.
3. Tap **Accounts**, then **Add Account**.
4. Select **Microsoft Exchange ActiveSync**.

5. Type in your ODU email address and MIDAS password. Tap **Manual Setup**.

Configure Exchange account in a few steps.

email@odu.edu

Show password

Set this account as the default for sending emails.
6. Fill in the fields as outlined below. Make sure the **Use secure connection (SSL)** checkbox is checked, then tap **Next**.

   ![Exchange server settings]

   You may receive a security warning at this step, which you should accept. The warning is letting you know that our server can remotely wipe your device, which is a security feature you can use should you lose your device.

7. On the Account Options page, select the options for how you want to receive your mail, and if you also want to sync your calendar and contacts, and tasks, and then tap **Next**.

   ![Sync settings]
8. Give the Account a “Name” (i.e. ODU Email), then tap **Done**.