Setting up FGC Outlook account on Android

The good news is that Android has built-in Exchange support, and you can set it up in no time. Once you follow the steps in this tutorial, you will have your Exchange email, Exchange Calendar, and Exchange Contacts happily syncing on your Android-based device.

What you will need

First and foremost, you will need an Android based tablet and/or phone and an internet connection. You will also need a working Exchange account with which to connect your Android phone.

The following information is necessary in order to set up your Exchange account:

Exchange server address (in our case, it is `mail.fgc.edu`).

Username and password for account (this is your `FGC\firstname.lastname`)

Domain name for account. (`FGC.edu`)

Step-by-step instructions

If you already have an account on the phone (such as a Google or a POP account), you will need to follow these steps first:

Open the Email application.

Click the Menu button and then click the Accounts button.

Click the Menu button again and click Add Account.

Enter your email address and password.

You should find that the same instructions will work with all Android-based phones running at least 2.0 with very little modification.

Open the Mail application.

Enter your email address and password.

Click Next.

Click Exchange Account.

Here, we enter your credentials:

Username: **FGC\firstname.lastname**

Password: Your FGC logon password

Exchange server address: **mail.fgc.edu**

Check **Use Secure Connection** and **Accept All SSL Certificates**.

After authentication, check the boxes associated with the features you want to include such as Push, Amount To Sync, Notifications, Sync Contacts, Sync Calendar, Sync Calendar Amount.

Click Next.

In the next screen, you need to give an account name and your name (this will be displayed on outgoing email messages).

Note: Make sure the "DOMAIN\username" (ex. FGC\firstname.lastname) is set up in exactly that format, and the domain is in all caps.

With an Exchange account set up on your Android phone, you will not find one built-in application to handle all of the apps in one location; instead, you have to view the email, calendar, and contacts separately. Fortunately, when you set up the email account for an Exchange server, it automatically pulls the information for calendar and contacts — as long as you've set it up to do so.

Battery drain warning

If you set up an Exchange account that you know has very heavy traffic, you might want to be careful about setting Automatic (Push); instead, you should set that at a more reasonable option, such as every 5 or 10 minutes. If you're not as concerned about your battery (for instance, if you have multiple means of charging your phone), go ahead and Push away!

Troubleshooting

It should be very simple to set up these accounts. If you have trouble with this process, the cause is most likely an incorrect address, domain, or password. Please give me a call or email if you have any problems.