How to Setup Otis Email on Your Android Devices

CAUTION!
Before proceeding with these instructions, be sure to first backup your Android mobile device. These instructions were prepared using an HTC EVO. Some Android mobile device options may differ.
STEP ONE

To configure Otis Email on your Android mobile device, tap the built in “Menu” button on your device.
STEP TWO

Tap “Settings”
STEP THREE
Tap “Accounts & sync”
STEP FOUR
Tap “Add Account”
STEP FIVE

Tap “Exchange ActiveSync”
STEP SIX

Enter your information in the following fields:

- **Email address** – User’s email address (i.e., jdoe@otis.edu)
- **Password** – User’s Exchange password
- Tap Next
STEP SEVEN

After being authenticated from the previous step, continue to enter your information in the additional fields:

• **Email address** – User’s email address
  • Reenter same email address from Step Six if email address field is blank.

• **Server address** - activesync.otis.edu

• **Domain** – otis.edu

• **Username** – For faculty and staff members, username is your first name initial and last name (i.e., John Doe = jdoe). For students, use your Xnumber.

• **Password** – User’s Exchange password
  • Reenter same password from Step Six if password field is blank.

• Tap Next
STEP EIGHT

Select the data you would like to sync your Android device with the Exchange Server. Congratulations! You can now access your Otis email from your Android device.

Tap “Finish setup” to finalize configuration.