Summary: this document will describe how to setup Android devices to sync with your @odu.edu Faculty or Staff email account. This document is not for ODU Student email accounts. The Android OS is slightly different with each implementation. These screen shots were taken on Android OS 4.0.

Server settings summary:
- Server name: webmail.odu.edu
- Domain: odunet
- Use SSL: ON

Setup steps:

1. Click on the “All Apps” button
2. Click on the “Settings” icon
3. Click on “Accounts & Sync”
4. Click on “Add Account” button
5. Select “Exchange ActiveSync”
6. On the “Set up Exchange ActiveSync account” screen, click on “Manual setup”
7. Fill in the fields for Email address, Server Address (webmail.odu.edu), Domain (odunet), Username and Password, then click the NEXT button. 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 which you can use should you lose your device.
8. Check the boxes for the data you want to synchronize (i.e. Mail, Contacts, Calendar)
9. On the bottom section (Update Schedule), choose schedule (or frequency) to synchronize your data, then click on NEXT.
10. Give the Account a “Name” (i.e. ODU Email), then click Finish Setup
11. To confirm that the account is setup & syncing correctly, you can go to the “Account & Sync” screen again, and then click on your @odu.edu account.
12. From here you can confirm that the Mail, Contacts and Calendar are synchronizing.