



Getting Started with FiberCloud Hosted Microsoft Exchange on Your Android Phone or Tablet

Thank you for signing up for LoDoCloud's Hosted Microsoft Exchange service. This document is to help you use LoDoCloud's Microsoft Exchange Email on your Android phone or tablet. You must be currently signed up for our Hosted Microsoft Exchange and ActiveSync in order to use this service. If you are not a current customer of these services or if you have any problems, please contact us at support@lodocloud.com.

Android phones and tablets run the Android operating system, which is often customized by device manufacturers, which means that Exchange Email setup steps may vary from device to device.

We recommend the following:

- 1) Obtain instructions/documentation from your carrier or device manufacturer to ensure you have the exact instructions for your device.
- 2) You will need the information from your welcome letter available when you set up your phone:
 - Username (your full email address)
 - Password
 - Server – mail.fchosted.com
 - Domain

Below are general Android device instructions. If these do not apply to your device, please refer to your carrier or device manufacturer.

- 1) Go to the "Applications" menu and select "Email" or "Mail".
- 2) Enter your full email address and password. Select "Next".
- 3) Select "Exchange account" or "Exchange Active Sync" (this will vary from device to device).
- 4) Based on your device you will see either:
 - "Domain\Username" Enter your email address from your welcome letter in this field.
 - If "Domain" and "Username" are separate spaces for your Android device, then leave the "Domain" field empty and enter your email address in the "Username" space.
Note: Some devices will require you enter your email address in the "Domain\Username" field (i.e. yourname@mycompany.com).
- 5) Hit "Next"
- 6) Your phone will then verify the server settings.
- 7) Once your phone verifies the server settings, you can then configure "Account Options". Note these are optional steps and may vary device.



- **Frequency** - Email checking frequency defaults to “Automatic” (aka push). This means that email messages will be sent to your Android device as they arrive to your mailbox. We recommend you only use this option if you have an unlimited data plan.
- **Amount to synchronize** – This determines the amount of mail kept on your phone or tablet. You can choose which option you prefer including one day, three days or one week.
- **Notify me when mail arrives** – Use this option if you want to be notified when each new message arrives.
- **Sync contacts from this account** – use this option if you wish to have your contacts synchronized between your Android device and Exchange mailbox.

8) Next, your newly set-up Email will begin downloading email messages and you can begin using it to send and receive messages with your new account.

Congratulations on setting up Microsoft Hosted Exchange on your Android device!

You are ready to send and receive mail!

If you encountered any problems with setting up Hosted Exchange or have questions, please contact us at support@lodocloud.com.