

## NEW E-MAIL SET UP FOR ANDROID

*\*\* The following instructions include screen shots from a Samsung device. \*\**  
*\*\* Your screen may vary depending on the carrier, manufacturer, model, and OS version. \*\**

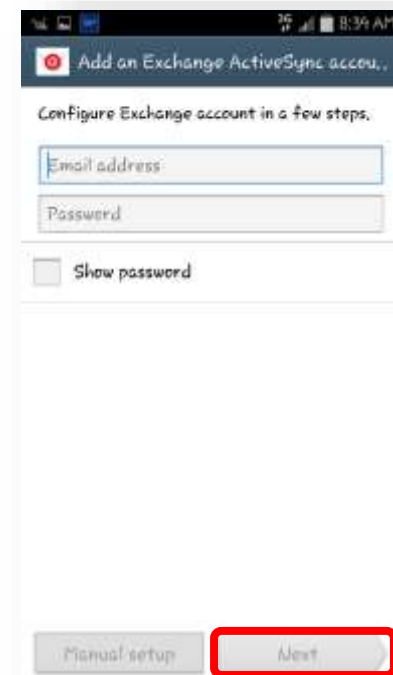
1. Click on the **Menu** key, select Settings or navigate to it in **Apps**.



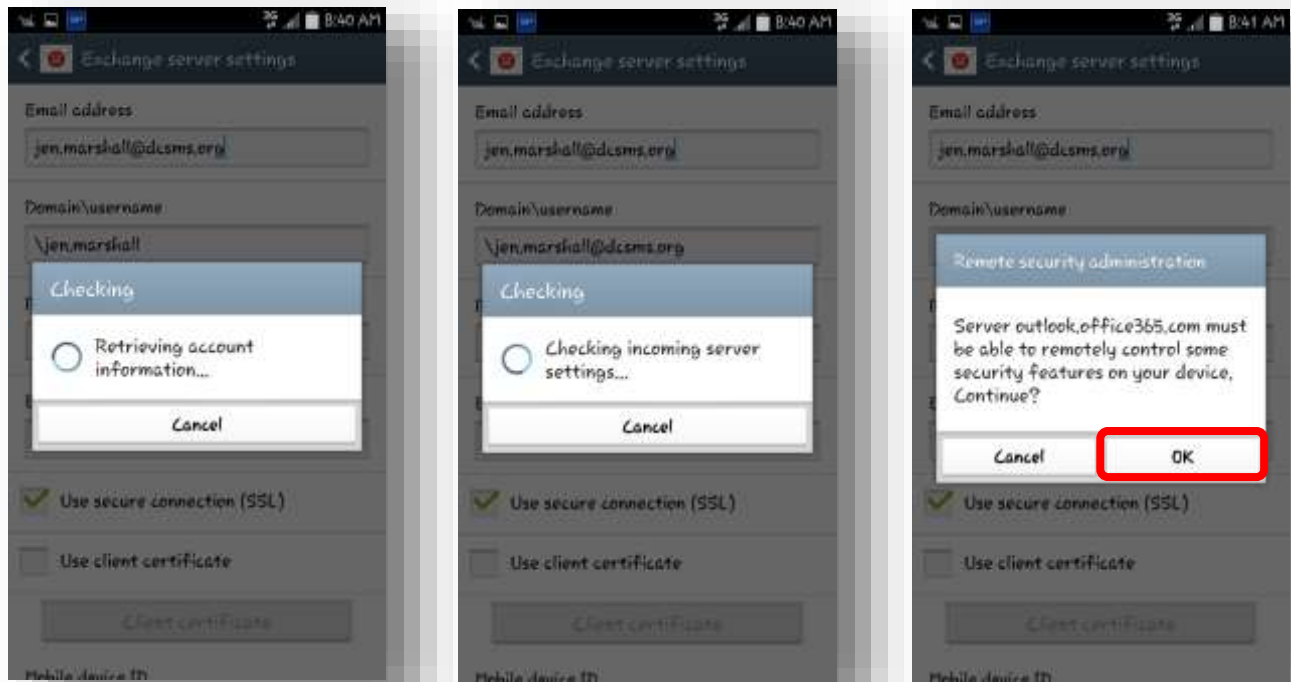
2. Choose **Accounts** and **+Add account**



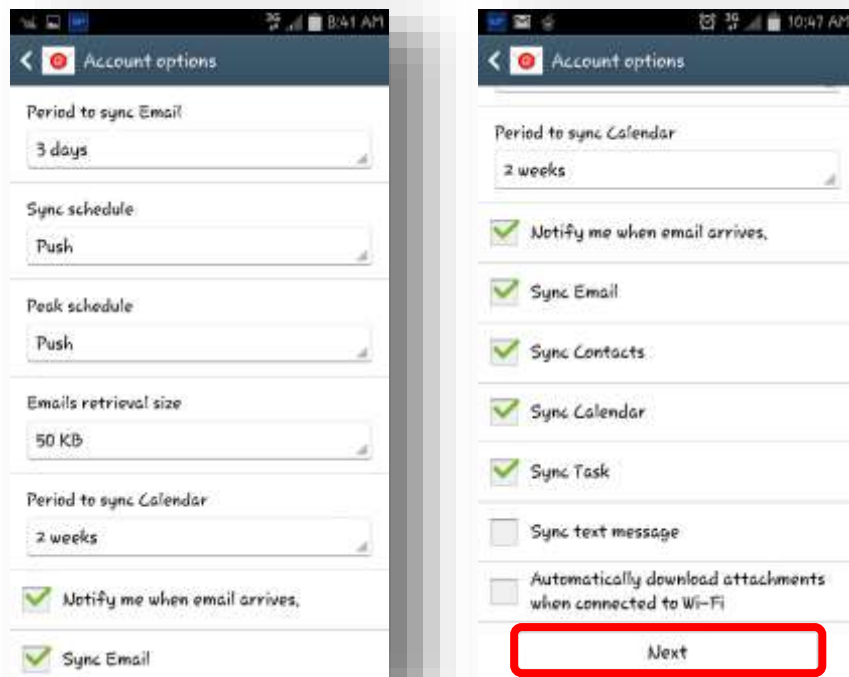
3. Choose **Microsoft Exchange ActiveSync**. Enter Email address and password. Tap **Next**.



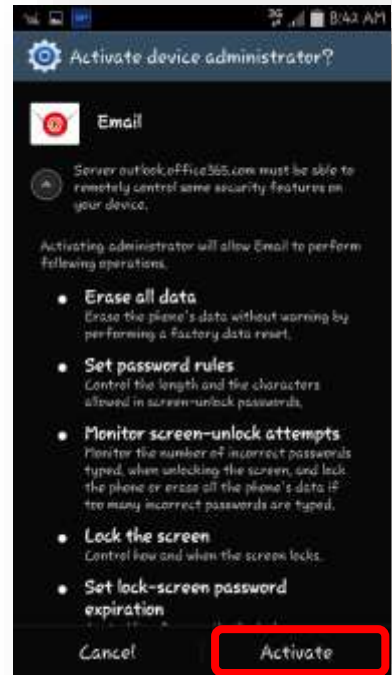
4. At this point, the device should go directly into the verification process and get the required settings for our domain. Depending on your brand of Android, you may see some of the following screens.



5. After selecting **OK**, the next screen will let you set your account sync options. Tap **Next**.



6. Tap **Activate**. *\*\* The 1<sup>st</sup> bullet point says "erase all data". This sounds scary but it means that from your e-mail account you can submit a factory reset (if the device is lost or stolen) and the account will be deleted during that process. \*\**



7. Enter a name for your email account, and then tap **Done** setup.



**You are Finished!**

*If you need any assistance please contact me!  
Jen Marshall*