

Set Up Exchange Email for Android

1. From the home screen, tap **Email**.

Note: If the **Email** icon has been removed from the home screen, tap **Apps** and then scroll to and tap **Email**.



2. Enter the **Email address** (example – username@example.com) and **Password**.

Tap **Next**.

Note: If an email account is already set up, tap the **Menu** key, tap **Settings**, and tap the **+** icon.



3. The handset will attempt to set up the account automatically.

If the settings are found, tap the desired **Account options** and tap **Next**. Enter a name for the account and then tap **Next**. The email account is now set up.

If the settings are not found, tap **Microsoft Exchange ActiveSync**

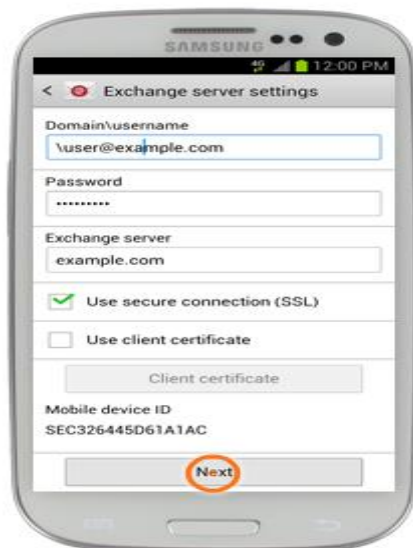


4. Ensure the **Domain/username** (example – stb\username) and **Exchange server** (example – webmail.sun.ac.za) are correct.

The password is automatically populated from the previous steps.

Tap to check Use **secure connection (SSL)**

Note: Exchange server settings, **webmail.sun.ac.za**



Tap **Next**.

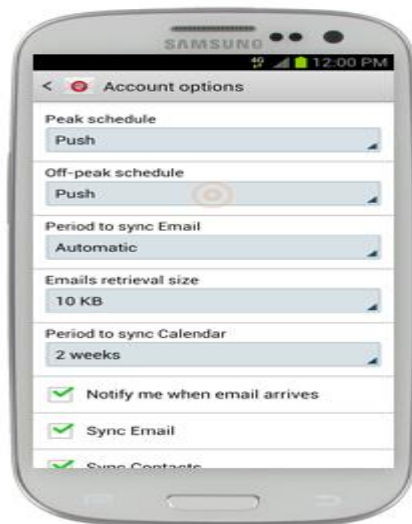
5. The handset will attempt to verify the account settings.

If a **Setup could not finish** prompt appears, tap **Edit details** and confirm the settings are correct.

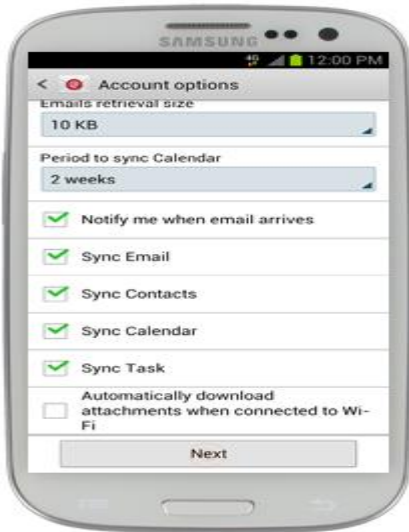
If an **Activation** message is displayed, read the notice and tap **OK**.



6. Tap to set the **Peak** or **Off-peak schedule** and other delivery options as desired.



7. Tap to check or uncheck the account synchronization options and tap **Next**.



8. Enter an account name if desired and tap **Done**.



9. The Microsoft Exchange ActiveSync account is now set up.