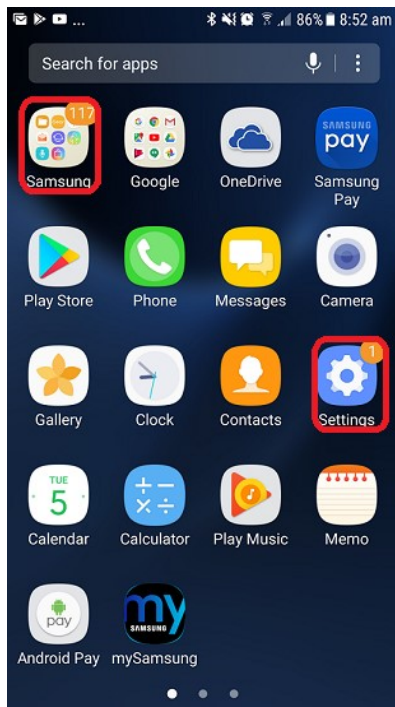


Setting Up Email on Your Android Phone

NOTE: Android phone vary in their settings and how to access certain functions. Look for similar selections on your phone for the ones represented in this document. If you get stuck or cannot find the setting on your phone, please contact IT for assistance.

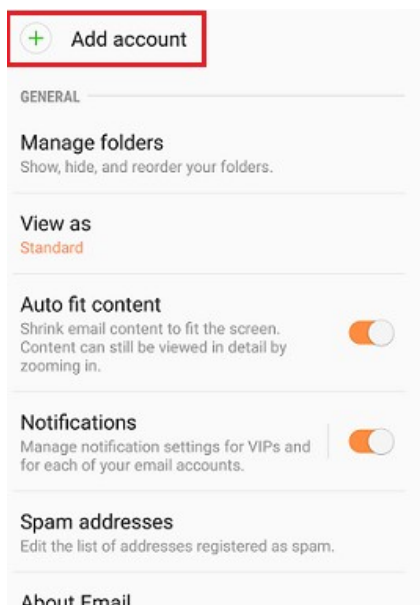
Step 1

Select "Settings" as below (for other Android devices, there may be an **add account setting**, **Users & accounts** or alternatively a different mail app or selection within **settings**) as per below;



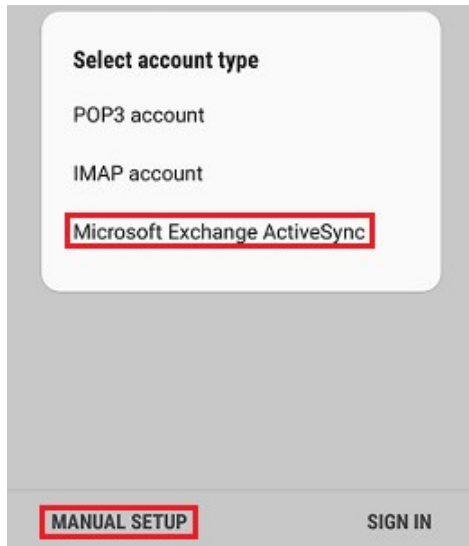
Step 2

Select Add account as below;



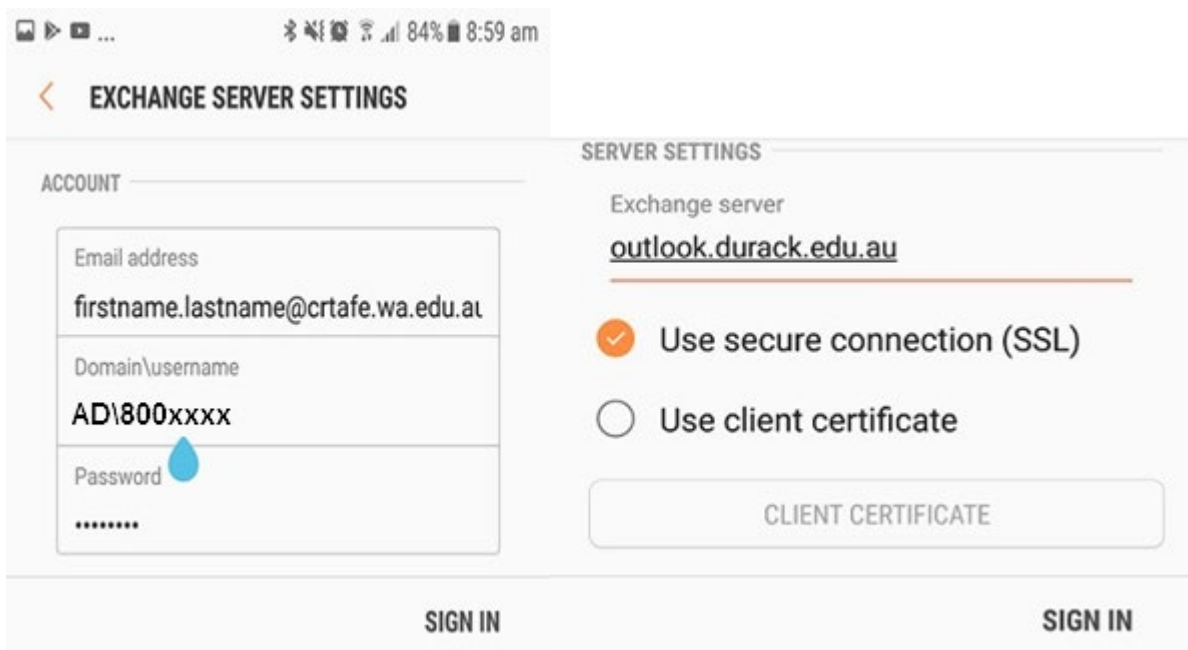
Step 3

You will then need to select **Microsoft Exchange (or Exchange)** and then **manual setup** as below;
Note: You may need to enter your work email address before **manual setup** can be selected.



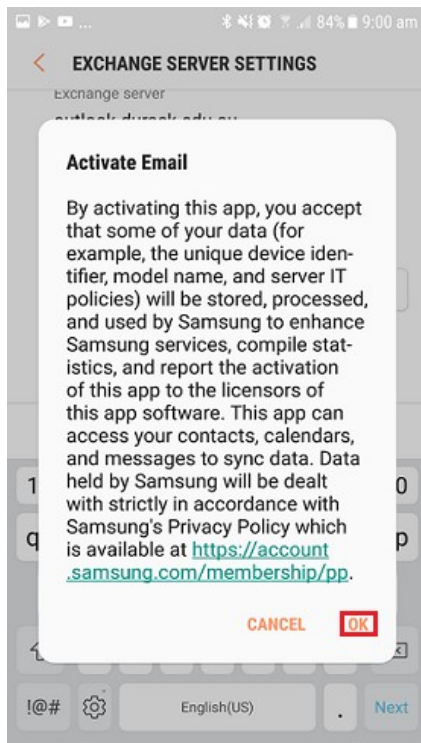
Step 4

You will then need to enter your details as below. (You may also be asked for the **domain name**, which is simply **AD**).



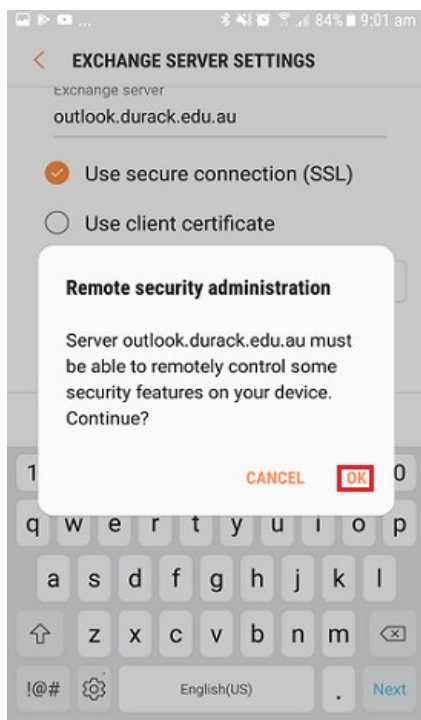
Step 5

You may need to accept a dialog box similar to the below image, outlining that some basic data may be retained on the device, you will need to accept this to proceed forward;



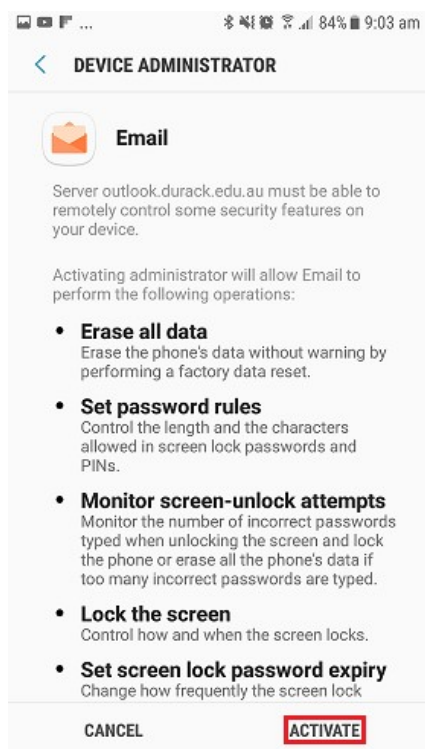
Step 6

There may be an additional dialog box, indicating that some security features may need to be controlled. This is mainly required to implement a passcode, or additional security settings on the device itself to further secure your email account and device as below;



Step 7

After accepting these features, you will then be prompted to activate the mail account as per below;



NOTE: When your password expires for your ID (you will get a prompt on your computer to update the password) you will also need to update the password/s on your associated device/s as this does not update automatically. Similar to how you will notice WiFi stop working on your device after changing your password, as that too needs to be updated to your latest password.

