

## Set up Exchange email - Android Device

1. From the home screen, tap **Email**.
  - a. **Note:** If the shortcut is not available, tap **Apps**, then scroll to and tap **Email**.
2. Enter the **Email address** and **Password**.
3. Tap **NEXT**.
  - a. The device will attempt to set up the account automatically.
4. If the settings are detected, tap the desired **Sync settings** and tap **NEXT**.
  - a. Enter a name for the account and then tap **DONE**.
  - b. The email account is now set up.
5. If the settings are not found, tap **OK**.
  - a. Tap **MANUAL SETUP**.
  - b. Tap **MICROSOFT EXCHANGE ACTIVESYNC**.
  - c. Verify the following are correct:
    - i. **Email address**
    - ii. **Domain (uasys.ua-net.ua.edu)\username**
    - iii. **Password** (The password is automatically populated from previous steps.)
    - iv. **Exchange server (webmail.ua.edu)**
  - d. Tap to check **Use secure connection (SSL)** and uncheck **Use client certificate**
  - e. Tap **NEXT**.
  - f. If prompted, read the **Activation** notice and tap **OK**.
  - g. Tap to set the preferred **Sync settings**.
  - h. When finished, tap **NEXT**.
  - i. Enter a name for the Exchange account, then tap **DONE**.
  - j. The Microsoft Exchange ActiveSync account is now set up.