

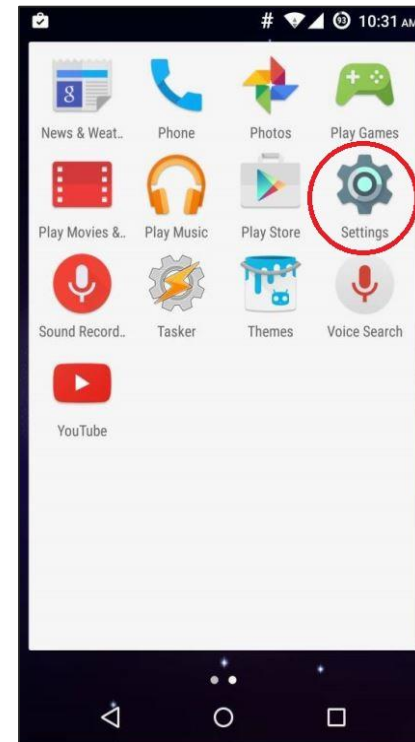
SETUP KCTCS E-MAIL ON YOUR ANDROID DEVICE

Works on all Android devices

Some screens may appear different

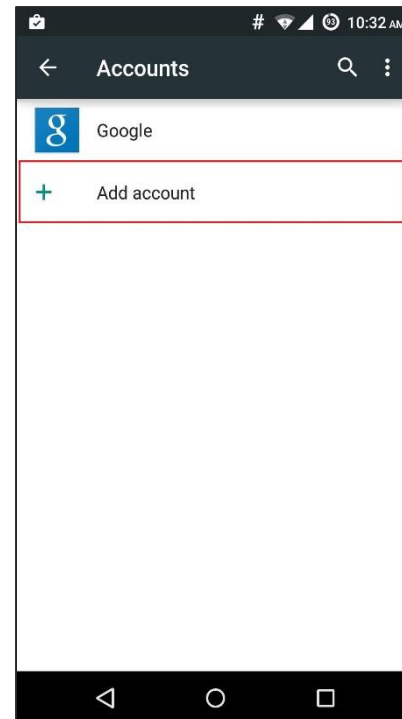
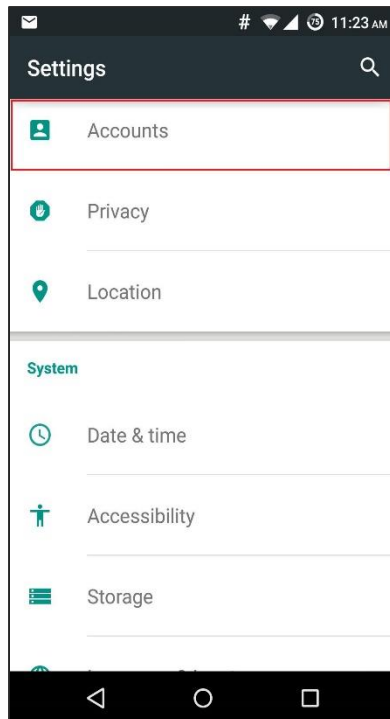
OPEN YOUR SETTINGS APP

Open your App Drawer, then locate and open your settings app.



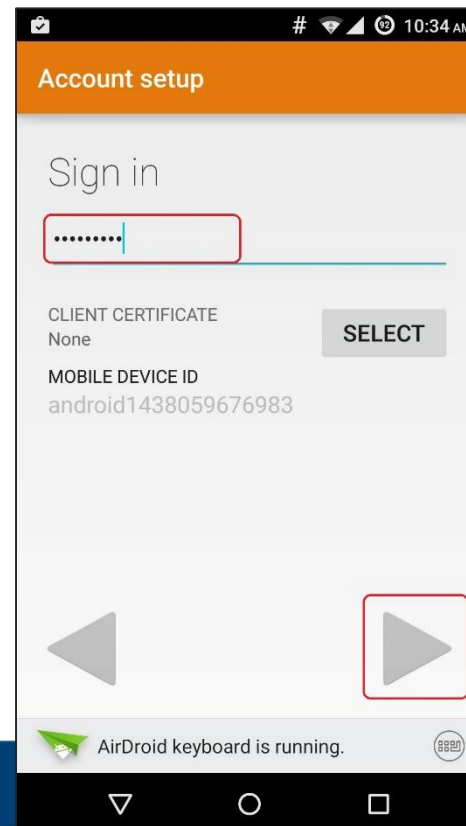
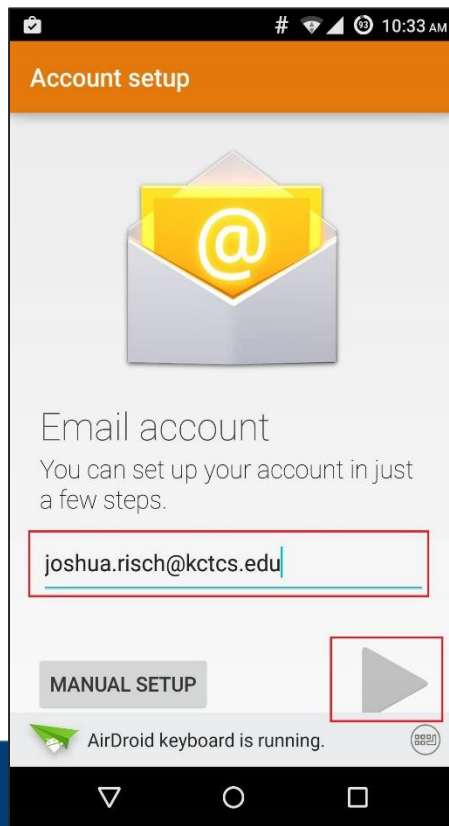
NAVIGATE TO ADD ACCOUNT

- Look for “Accounts” or “Accounts and Sync” on some devices
- Then click Add Account and select Corporate or Exchange ActiveSync.



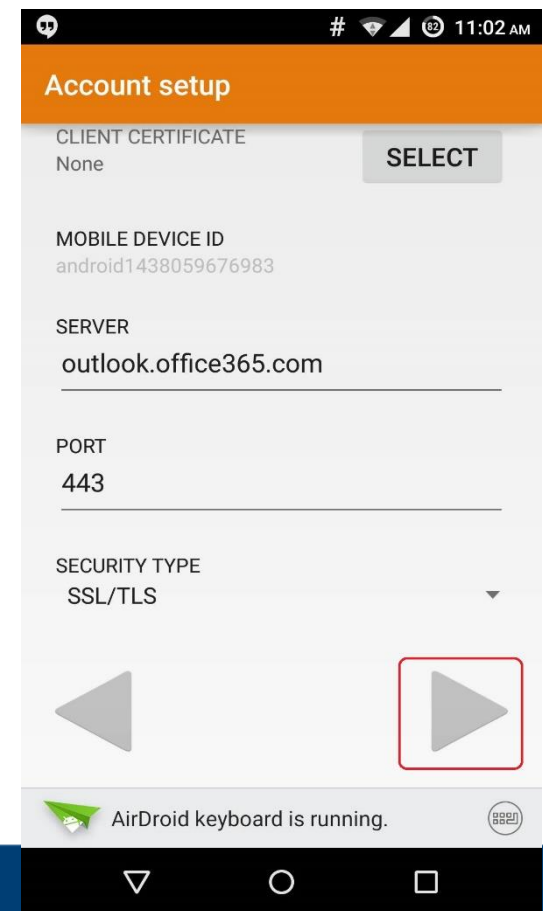
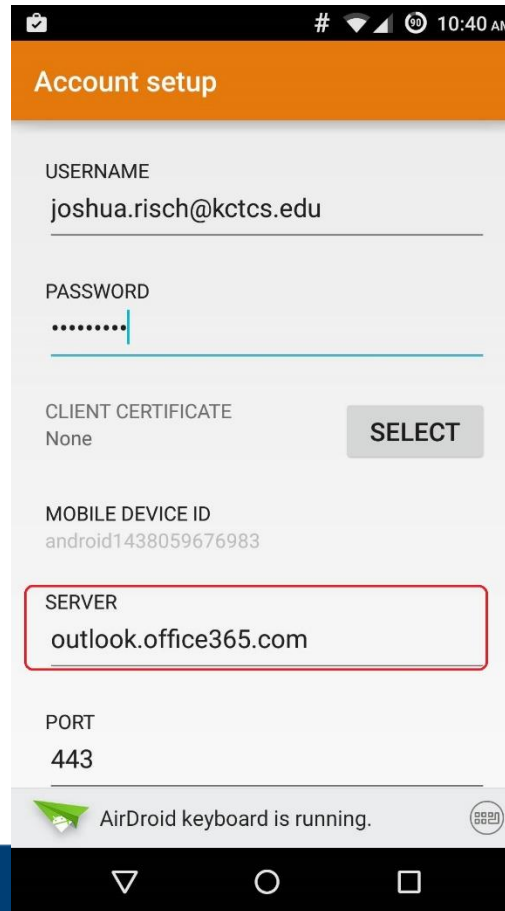
ENTER IN YOUR ACCOUNT INFORMATION

- Type in your username, hit the next arrow
- Type in your Password, and hit the next arrow



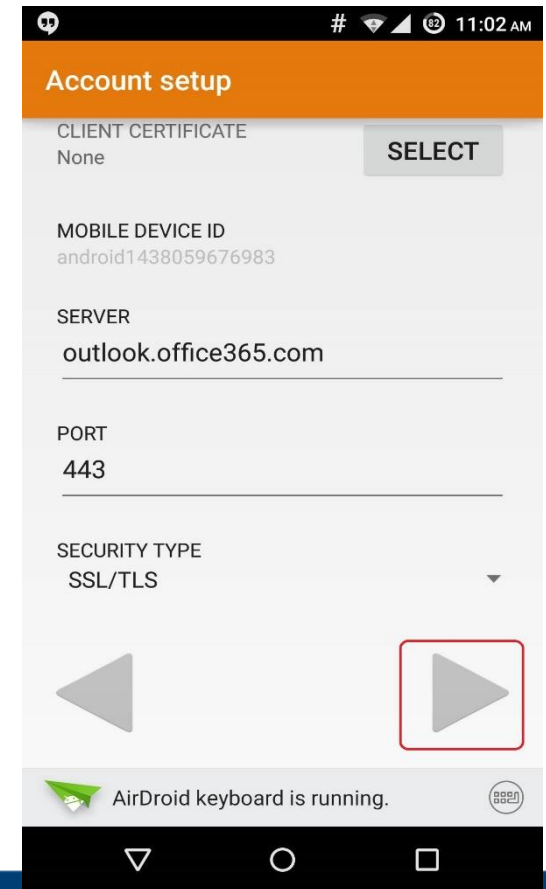
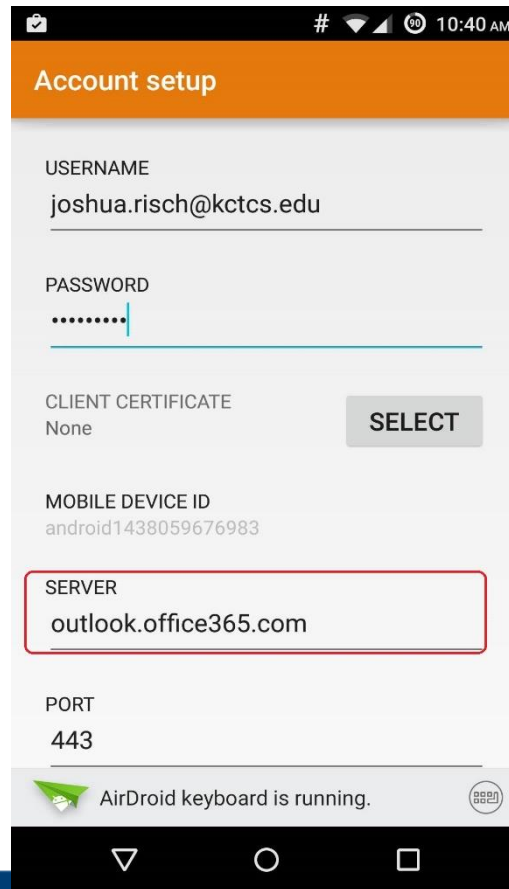
VERIFY INFORMATION

- Verify that your information is correct.
- Server should be outlook.office365.com as shown
- Scroll down, and hit “Next” arrow.



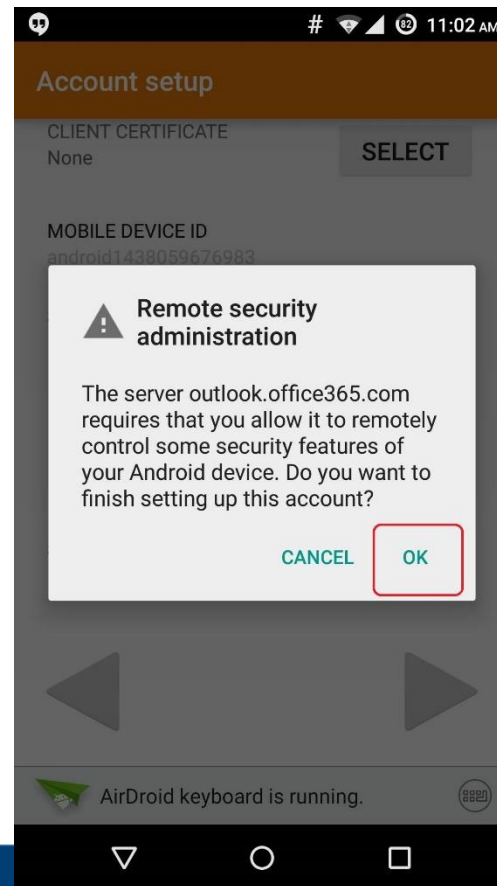
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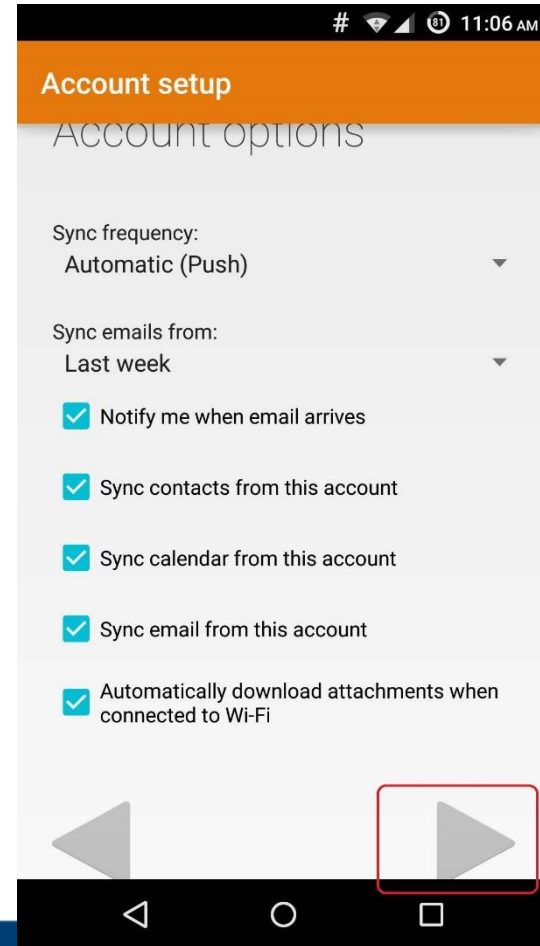
REMOTE SECURITY ADMINISTRATION

- This is just stating that the server requires the ability to wipe your phone.
- This is for your benefit in case it is lost. You can go in through Webmail and perform a remote wipe.
- Click OK to continue.



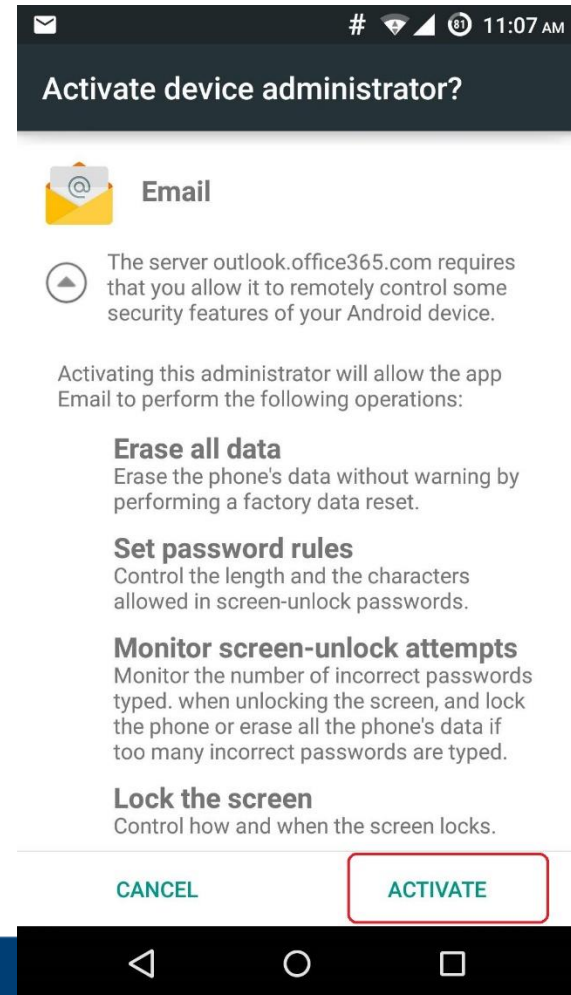
SYNC SETTINGS

- Sync frequency – set to an interval or push.
(Recommend – Push)
- Select amount of e-mail
(default last week)
- Do you want to be notified
when mail arrives?
- Choose to sync Contacts,
Calendar, e-Mail?



DEVICE ADMINISTRATOR

- This is a reiteration of slide 7 – Activating an administrator account on the phone to allow remote wipe among other security features in case the phone is lost.
- Click Activate to continue to the last step!



ACCOUNT SETUP

- I used KCTCS E-mail...
- You can use anything that helps you recognize this account. It will show up in your notifications when new e-mails come in.

