



How To: Configure Android Email

This document provides instructions for configuring an Android device for use with Microsoft Exchange-based email and calendaring.

1. Select Email from the main menu.
2. On the Set up email screen, enter your e-mail address (e.g. pgibbons@juhsd.net) in the first field.
3. Enter your password in the second field.
4. Click Next.
5. On the Exchange server settings screen, select Exchange account for type of account.
6. In the Username field enter juhsd\username, making sure to include juhsd\ prior to your username.
7. Enter your password in the Password field.
8. Enter MAIL2013.juhsd.net in the Exchange Server field.
9. Select Use secure connection (SSL).
10. Click Next.
11. On the Account options screen, select Automatic (Push) in the Email checking frequency field.
12. Select the timeframe of items you want to synchronize in the Amount to synchronize field.
13. Check Send email from this account by default, Notify me when email arrives, and Sync contacts from this account.
14. Click Next.
15. On the Set up email screen, enter a name for the account (example: Exchange) Enter your name in the next field. 16. Click Done.

It may take a few minutes to fully sync all your messages to your inbox.