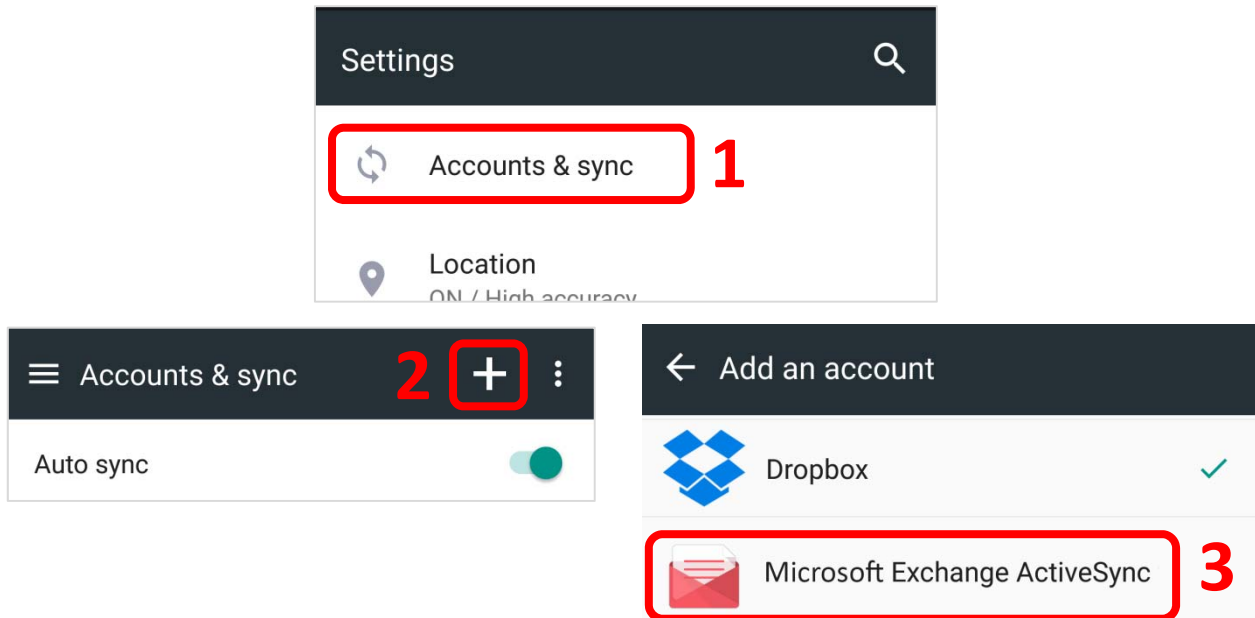


Android Device Setup for School Email

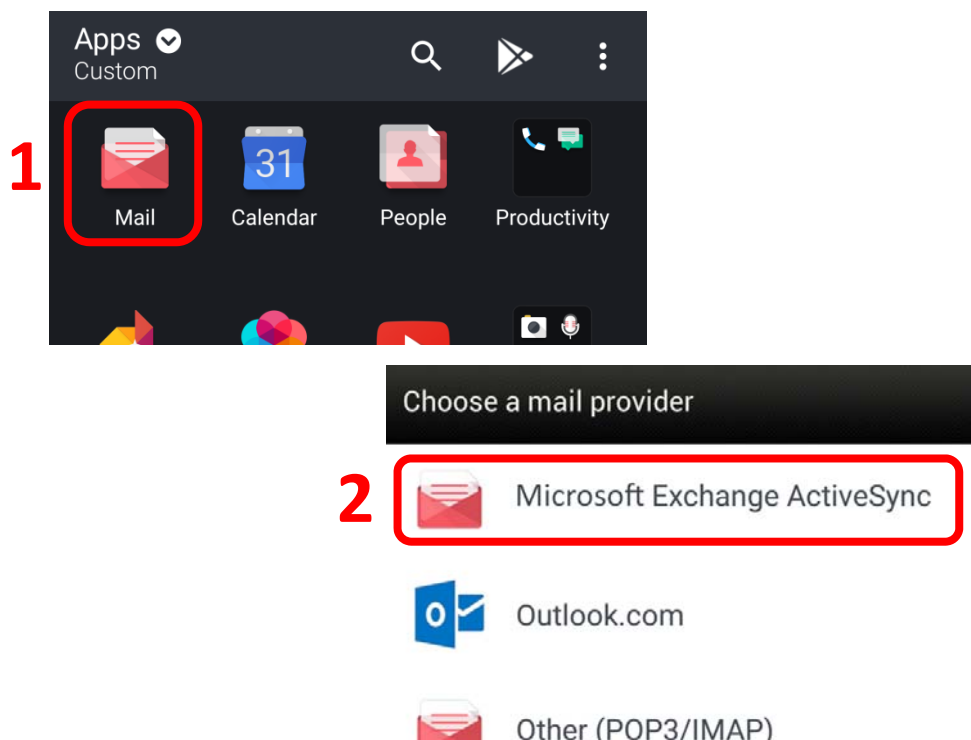
To access your school webmail account on your Android smartphone / tablet, you need to set up an **Exchange ActiveSync** account on it.

Under **Settings**, choose **Accounts & sync**. Press **+** to add a **Microsoft Exchange ActiveSync** account.



OR

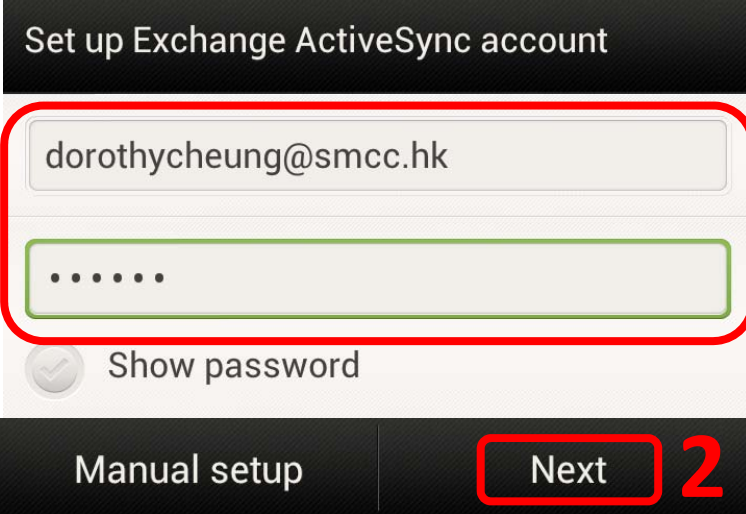
Under the **Apps List**, tap **Mail** to add a **Microsoft Exchange ActiveSync** account.



Android Device Setup for School Email

Enter your complete **Email** address (abc@smcc.hk) and **Password**. Press **Next** to continue.

1



Set up Exchange ActiveSync account

dorothycheung@smcc.hk

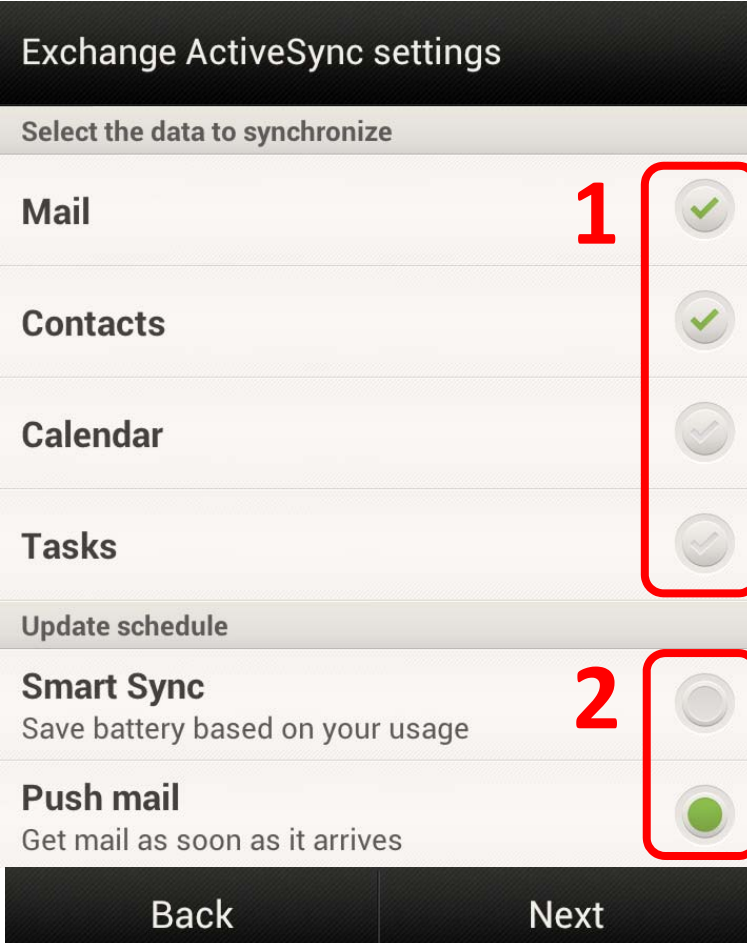
.....

Show password

Manual setup **Next** **2**

Choose which type(s) of data you would like to synchronize: **Mail, Contacts, Calendar and Tasks**.

Choose the preferred **Update Schedule** (Push mail)



Exchange ActiveSync settings

Select the data to synchronize

Mail **1**

Contacts

Calendar

Tasks

Update schedule

Smart Sync **2**

Save battery based on your usage

Push mail

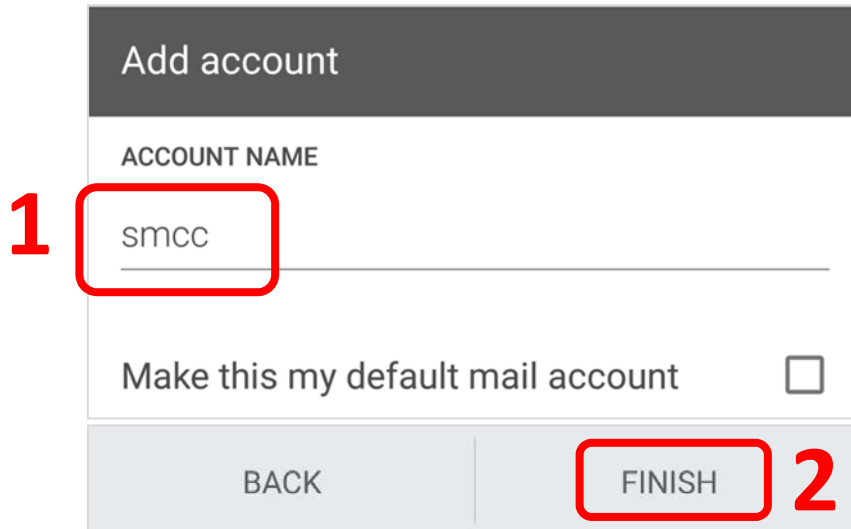
Get mail as soon as it arrives

Back Next

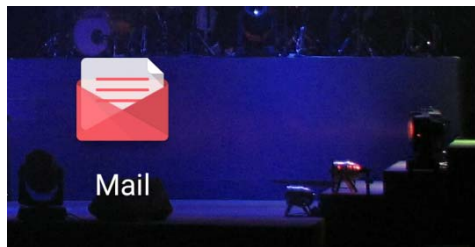
Android Device Setup for School Email

Enter a name for the account (which may be anything you like ...)

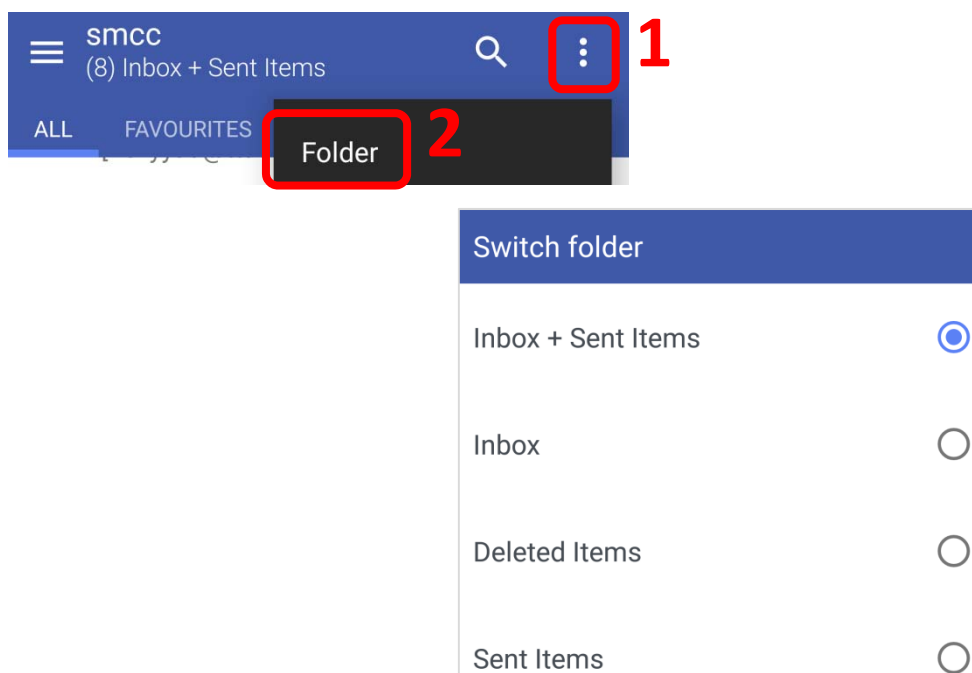
Press **Finish** to add the email account to your Android device.



Your Android device is now ready to use our school email service.

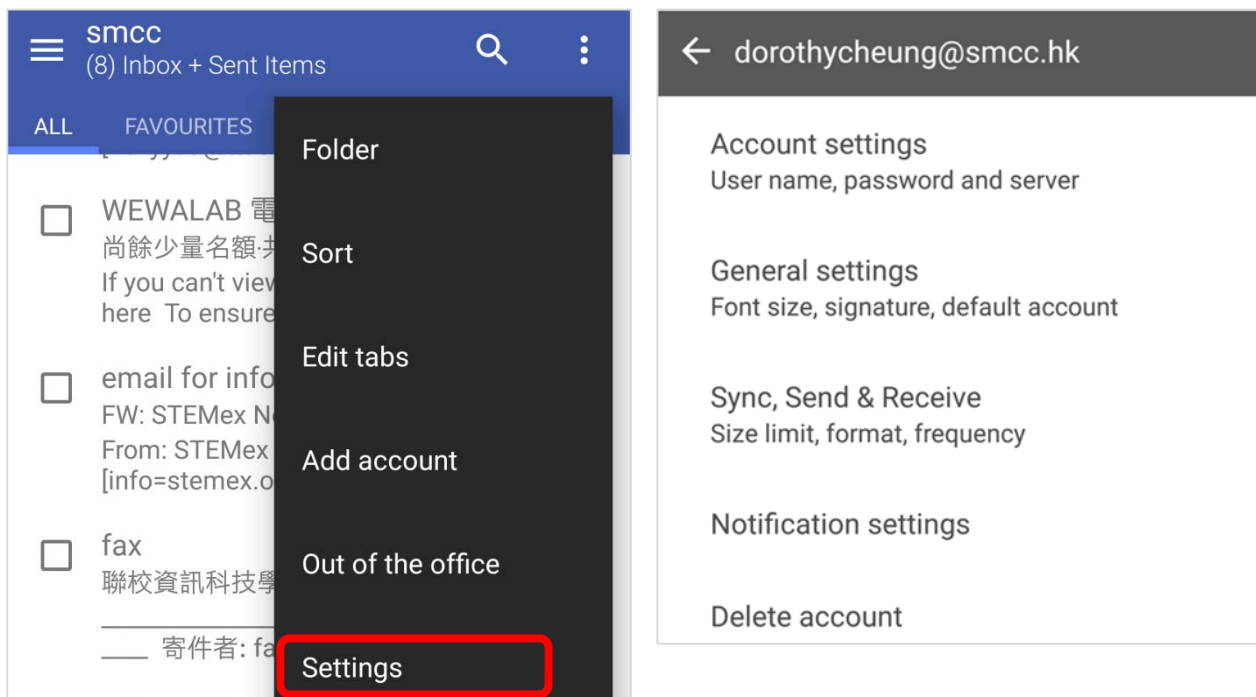


You may switch to other folders of your email account by tapping **Folder** under **Menu**.



Android Device Setup for School Email

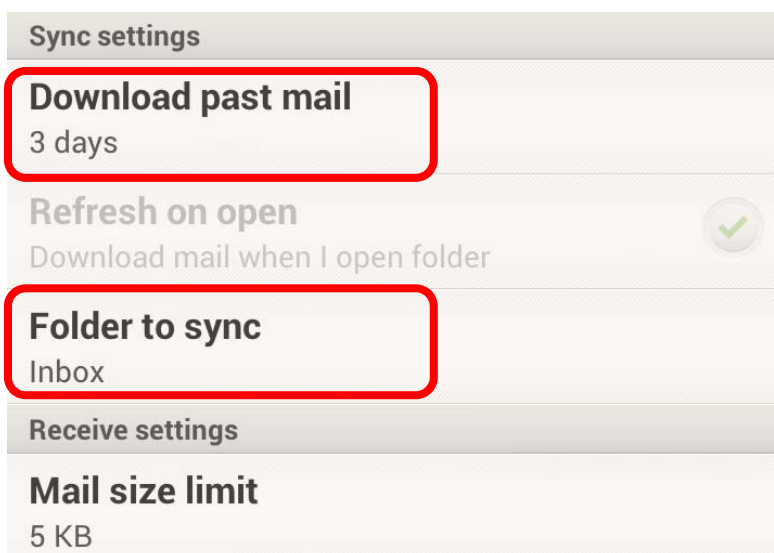
Tap **Settings** under Menu to fine-tune the settings.



Note that by default, only 3 days' of email is synchronized (shown on your Android device).

Adjust it to what you'd like under **Sync, Send & Receive** tab.

You can also select the mailbox(es) to be synchronized.



The End