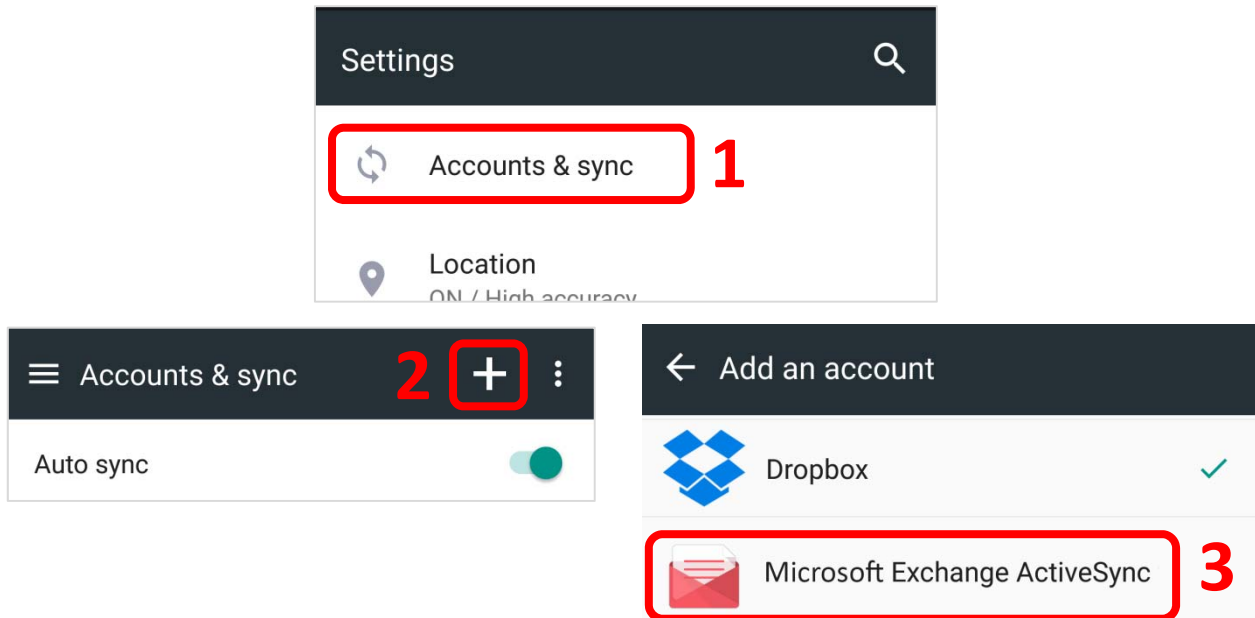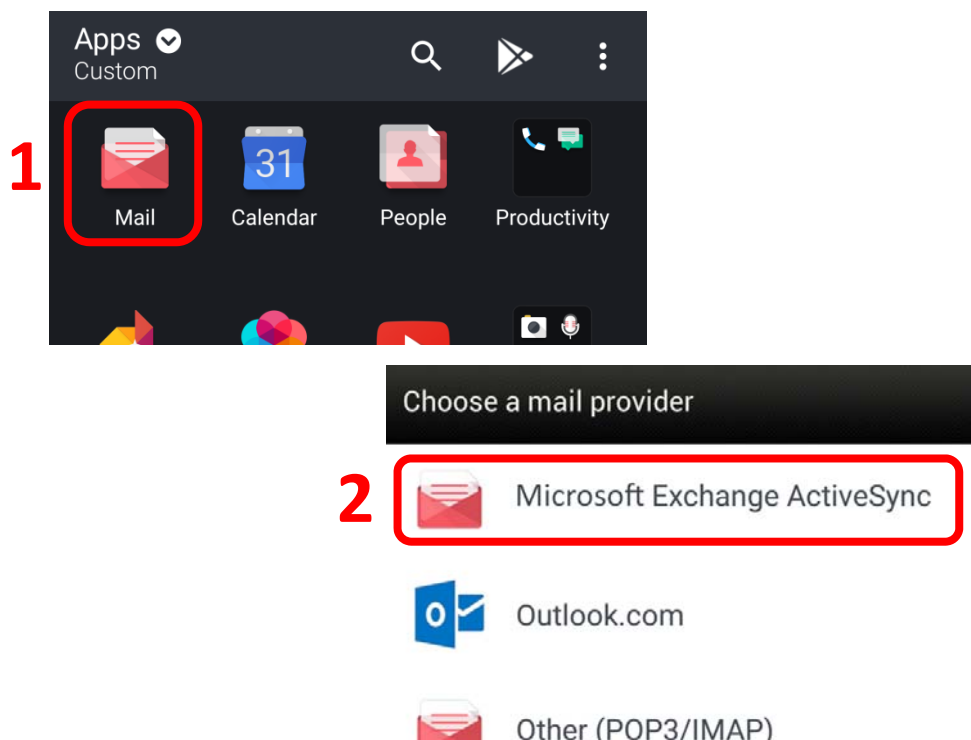# Android Device Setup for School Email

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.
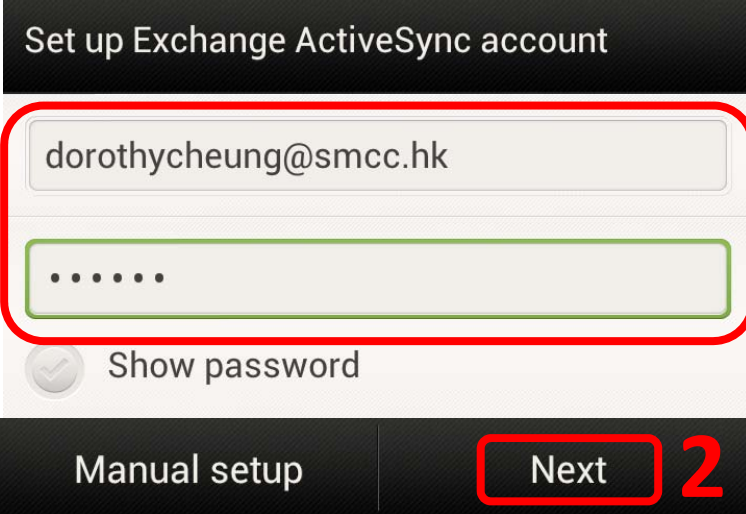

OR

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.
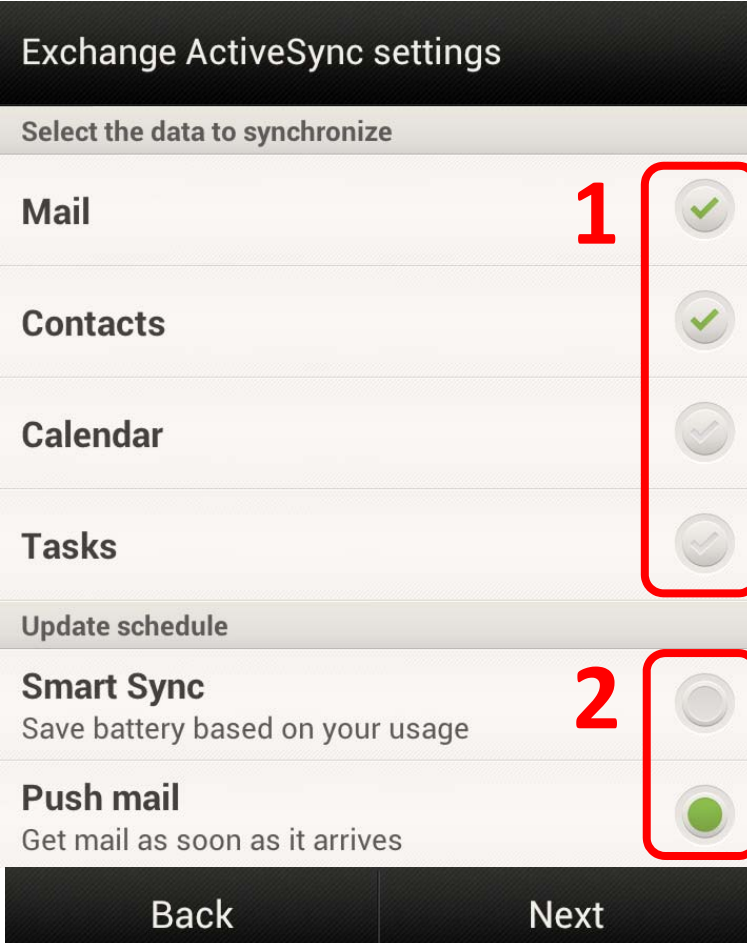
Choose which type(s) of data you would like to synchronize: **Mail, Contacts, Calendar and Tasks**.
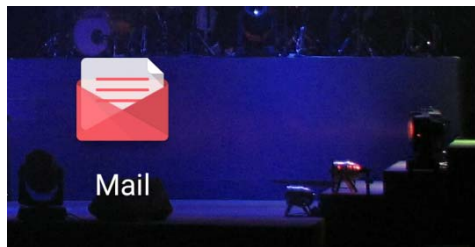
Choose the preferred **Update Schedule** (Push mail)

Android Device Setup for School Email

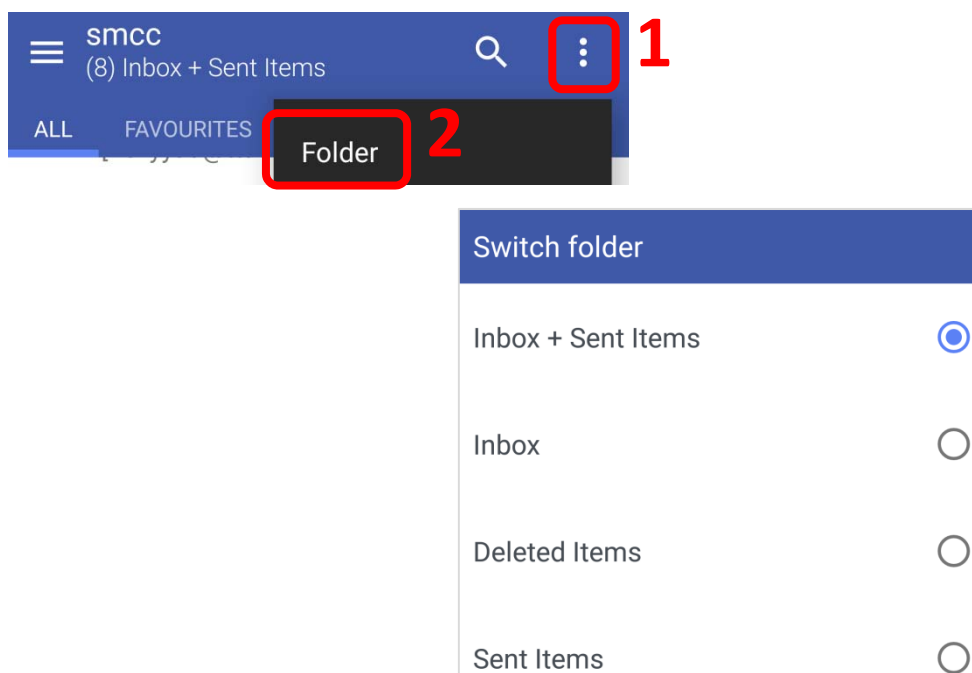Enter a name for the account (which may be anything you like …)
Press **Finish** to add the email account to your Android device.
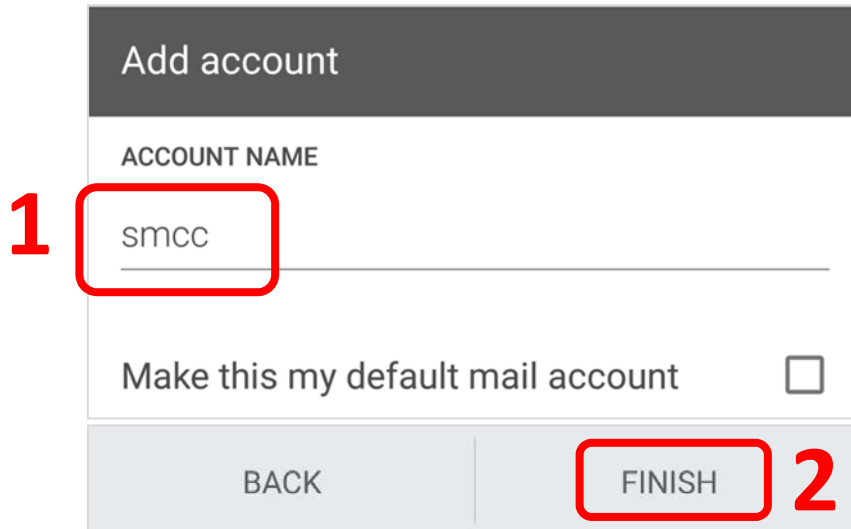
Your Android device is now ready to use our school email service.
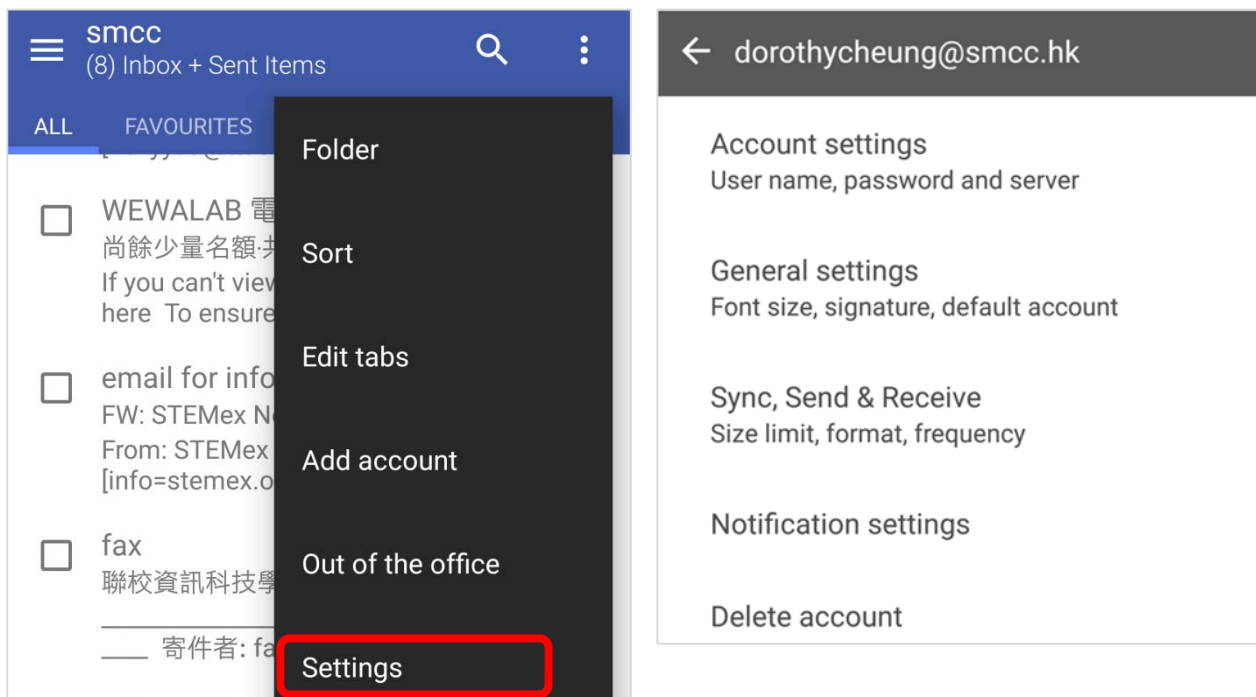

You may switch to other folders of your email account by tapping **Folder** under **Menu**.
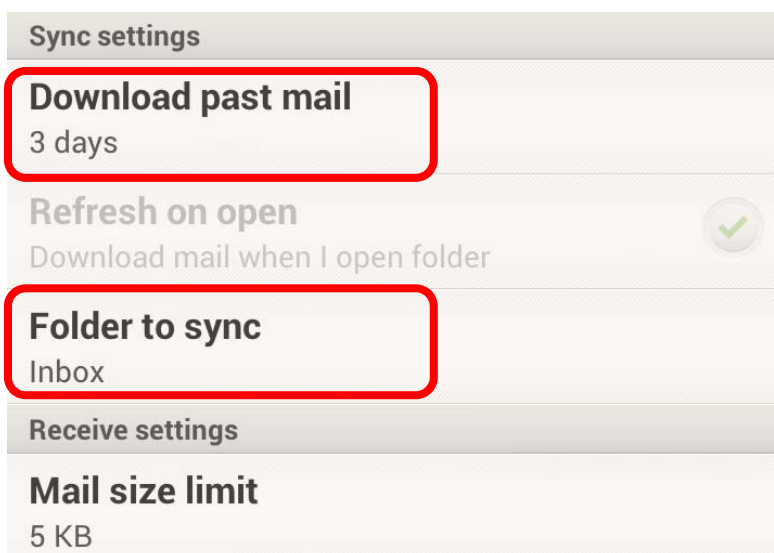
Android Device Setup for School Email

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