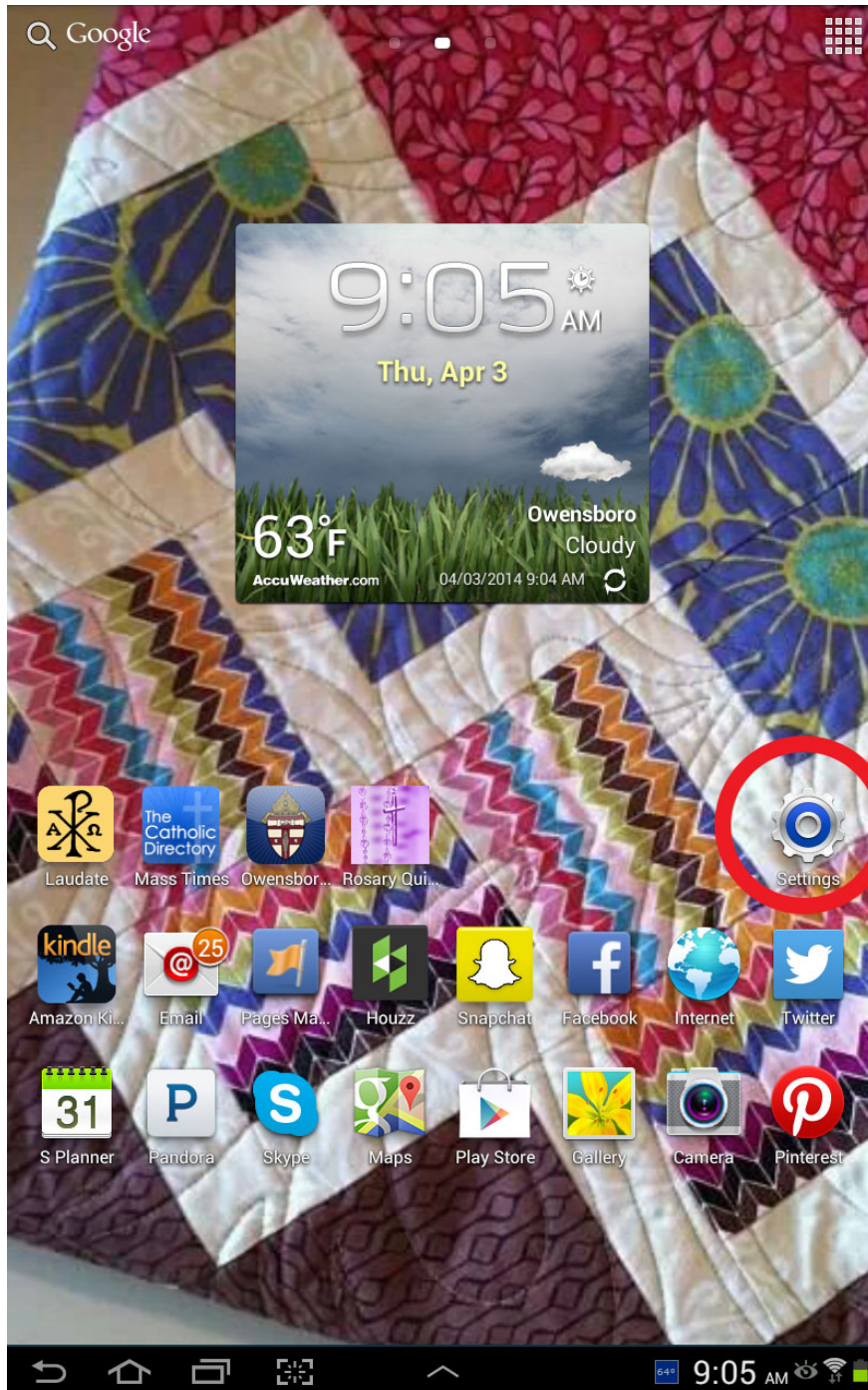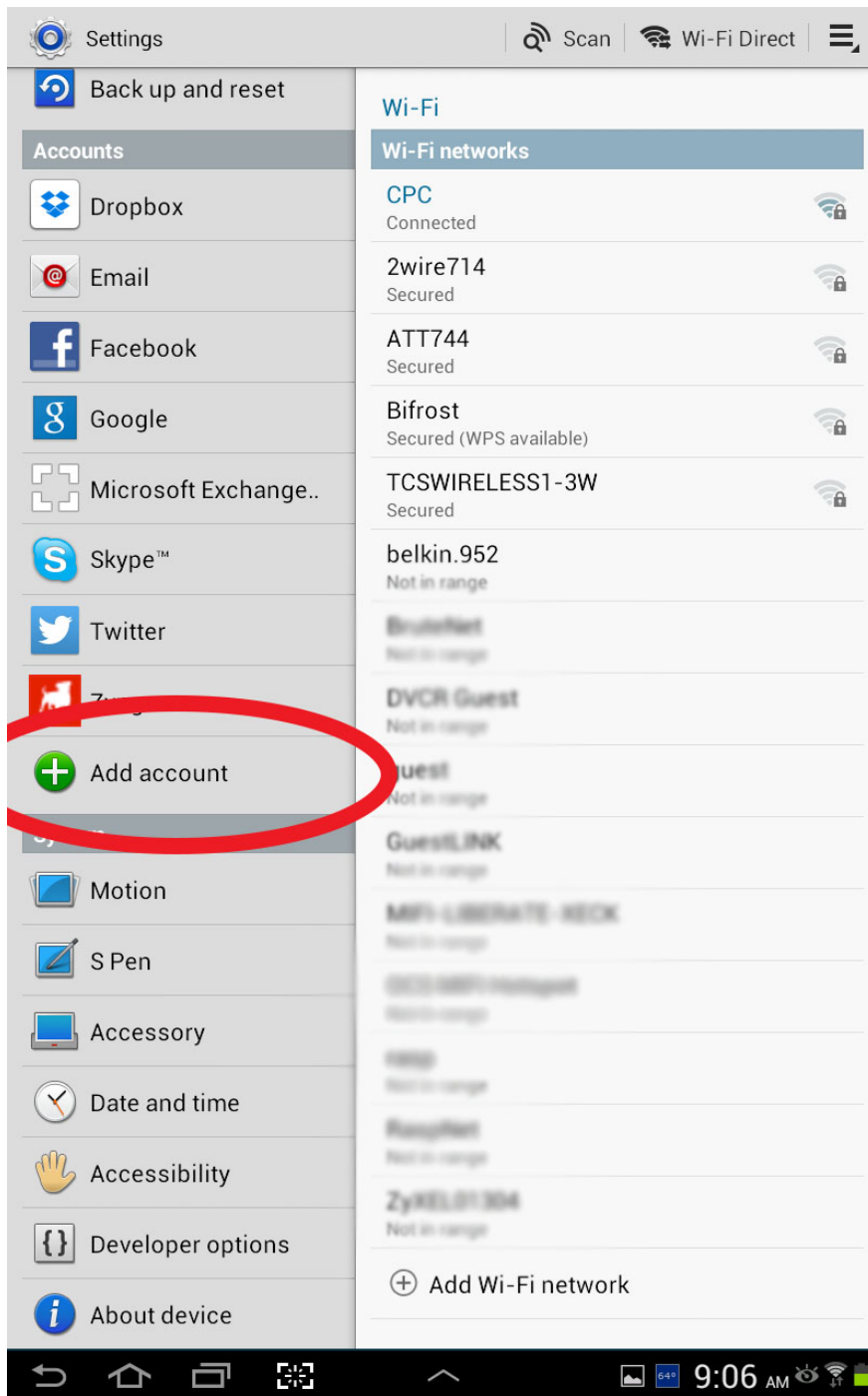Android devices vary somewhat between manufacturers. These instructions were made using a Samsung tablet. Your device may vary slightly.
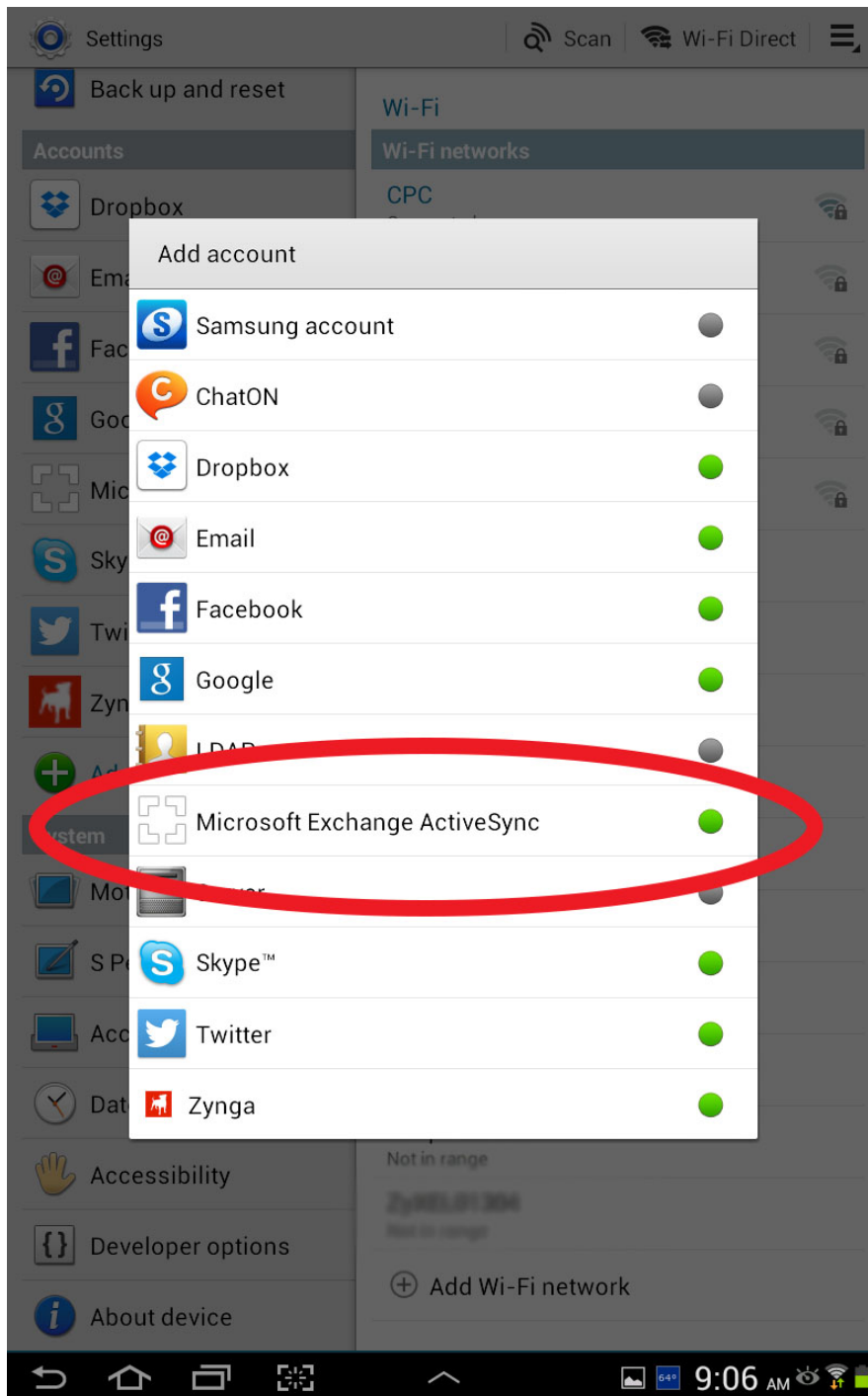
1. Open settings.

2. On the left side of the screen scroll down to the Accounts section and choose Add account.

3. Choose Microsoft Exchange ActiveSync.

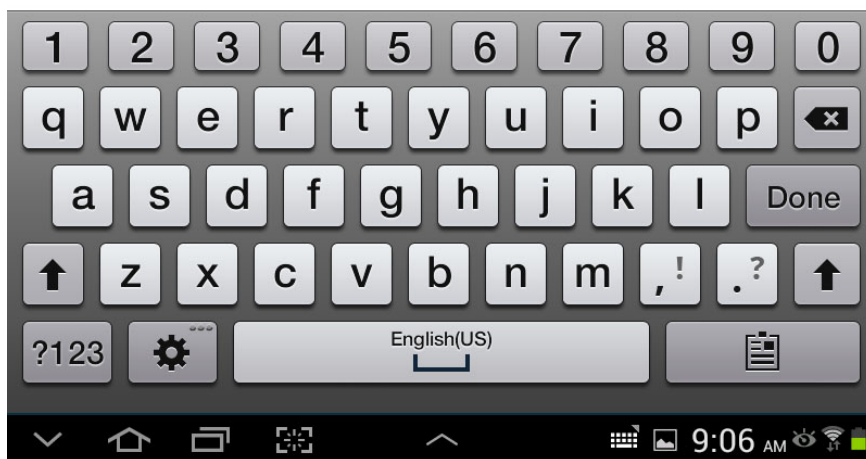4. Enter your e-mail address and password then choose next.

Add an Exchange ActiveSync account   Manual setup   Next

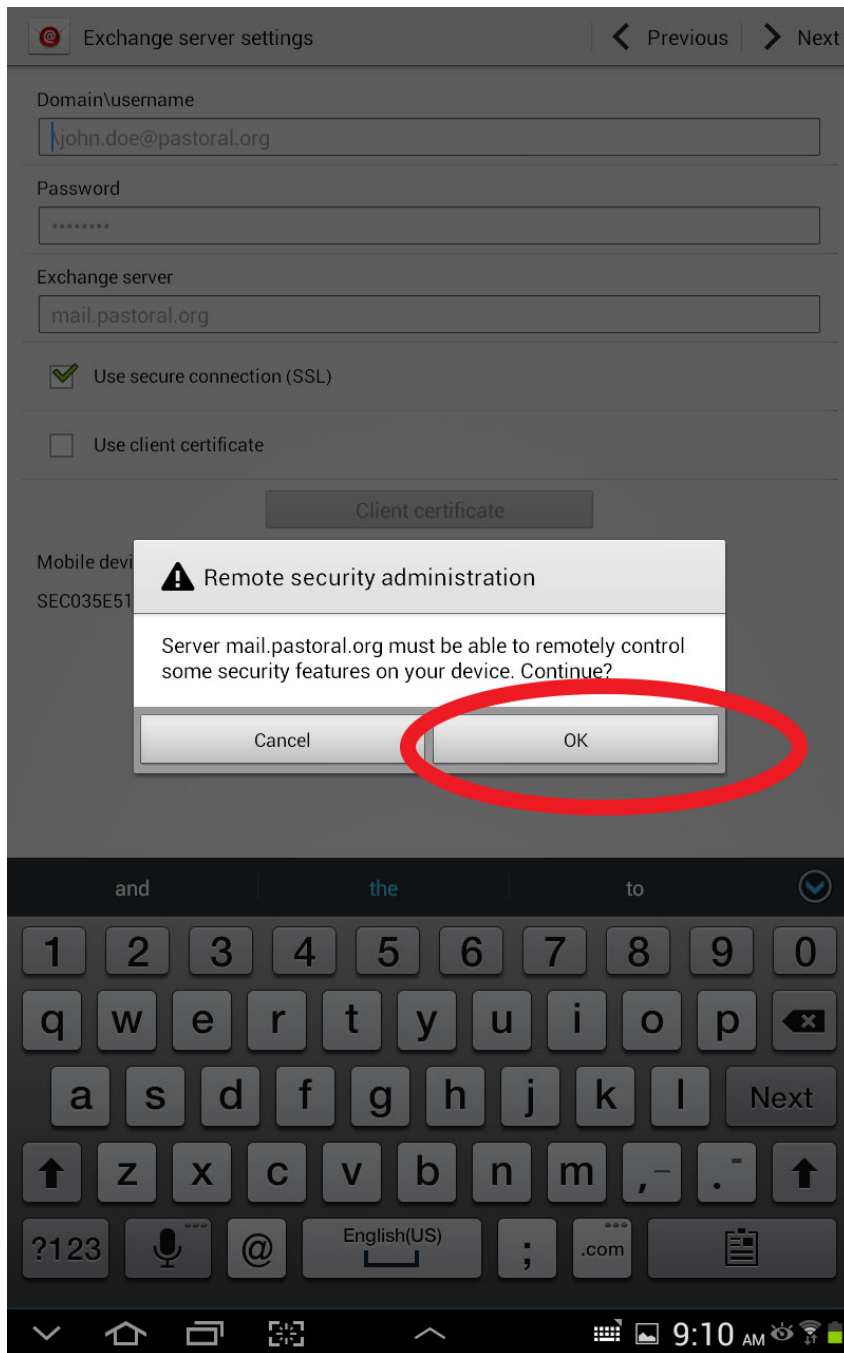Configure exchange account in a few steps.

john.doe@pastoral.org

••••••••

☐ Show password

☐ Send email from this account by default
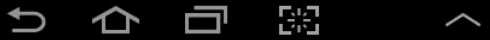
5. Click OK to agree to allow the e-mail account on your device.

6. At the next screen you can choose several options including: how often you want the device to check your e-mail, how long it should keep e-mail on the device, and whether to get e-mail, calendars, contacts or some combination. When done making choices, click next.

7. After a few seconds you will have the option to give this account a name to differentiate it from any other accounts on your device. When finished, click Done.
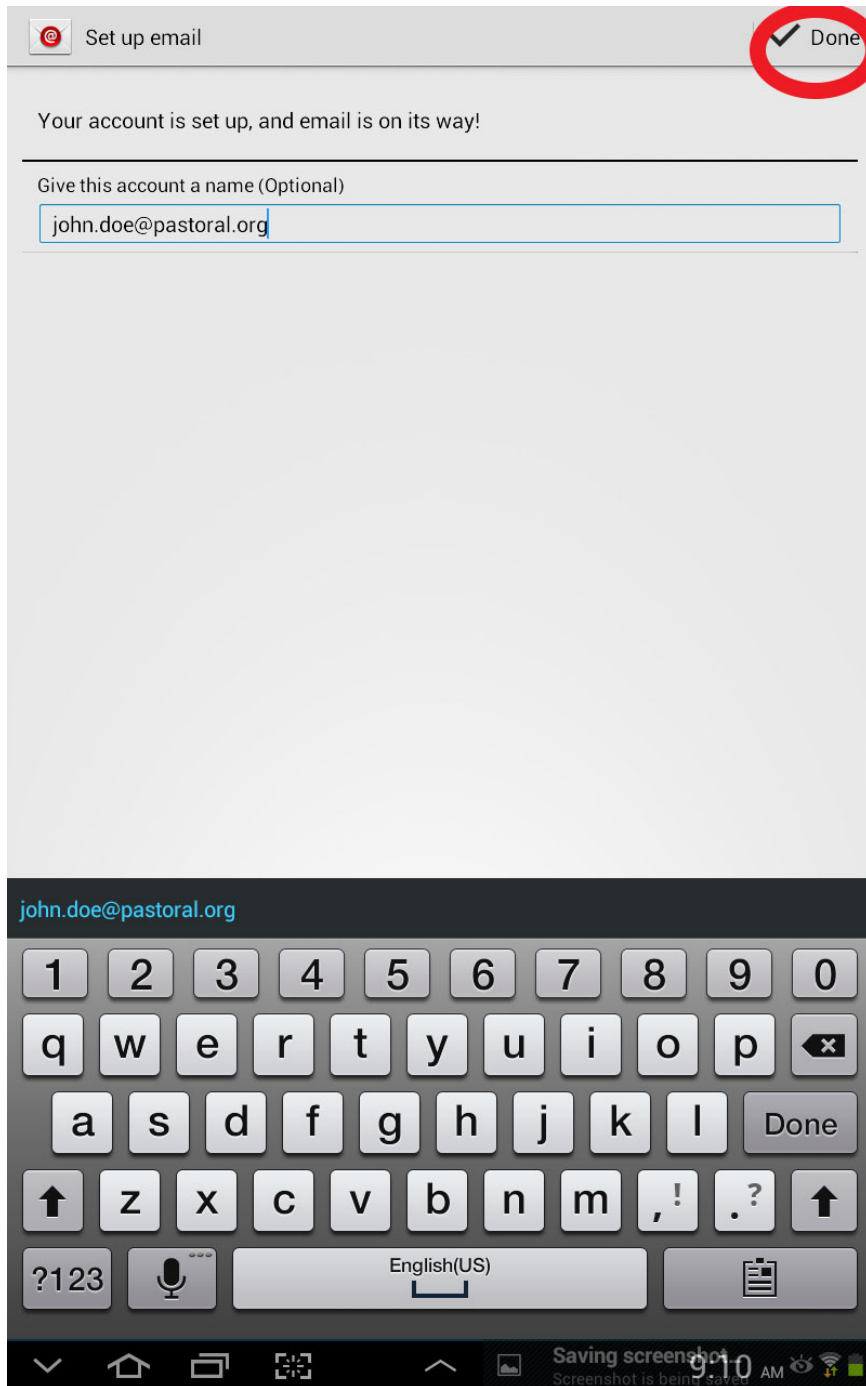
8. You can now access your e-mail by using the e-mail icon on your device.
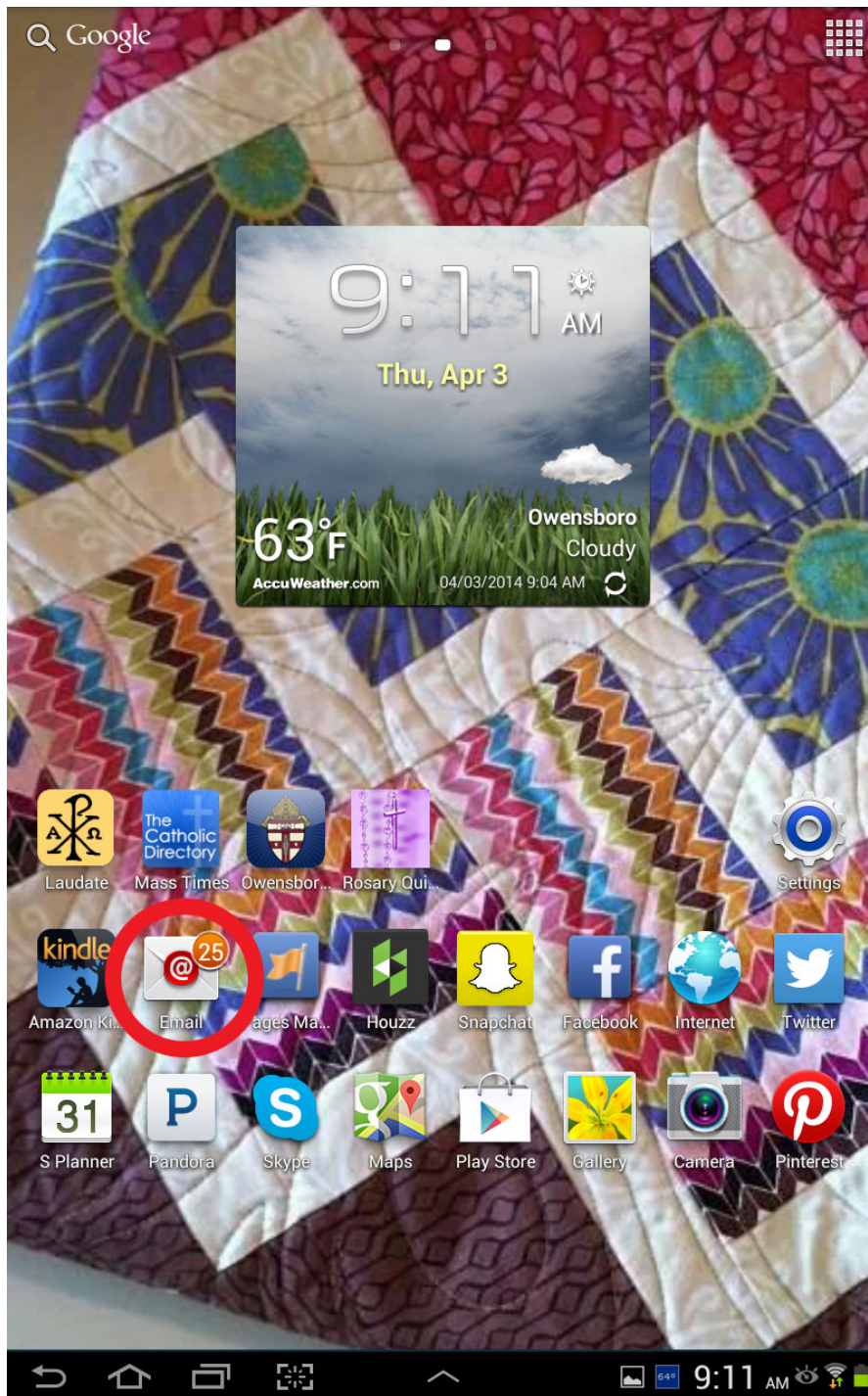
9. If you have multiple e-mail accounts on your device you can choose which one to view in the upper left hand corner.