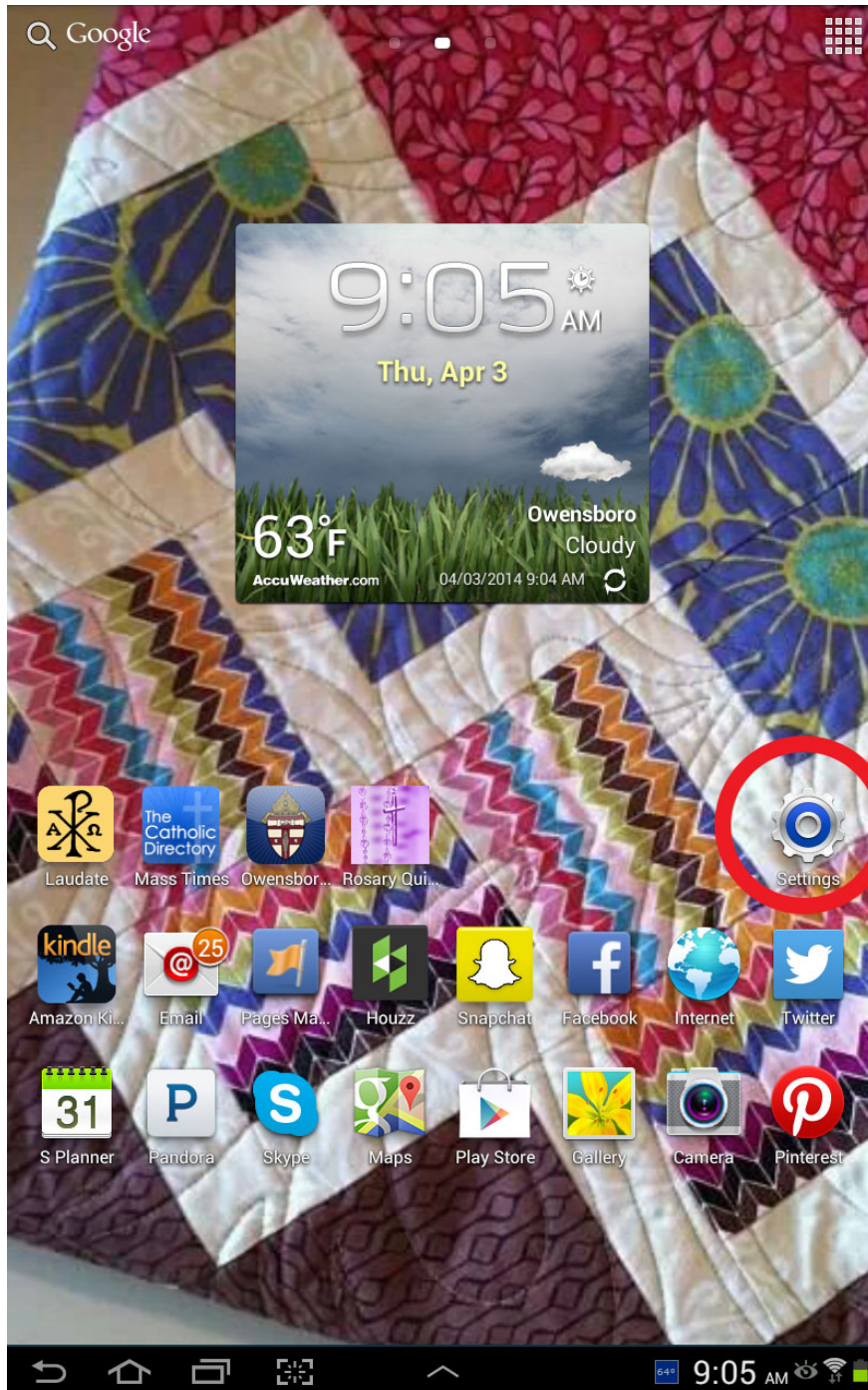
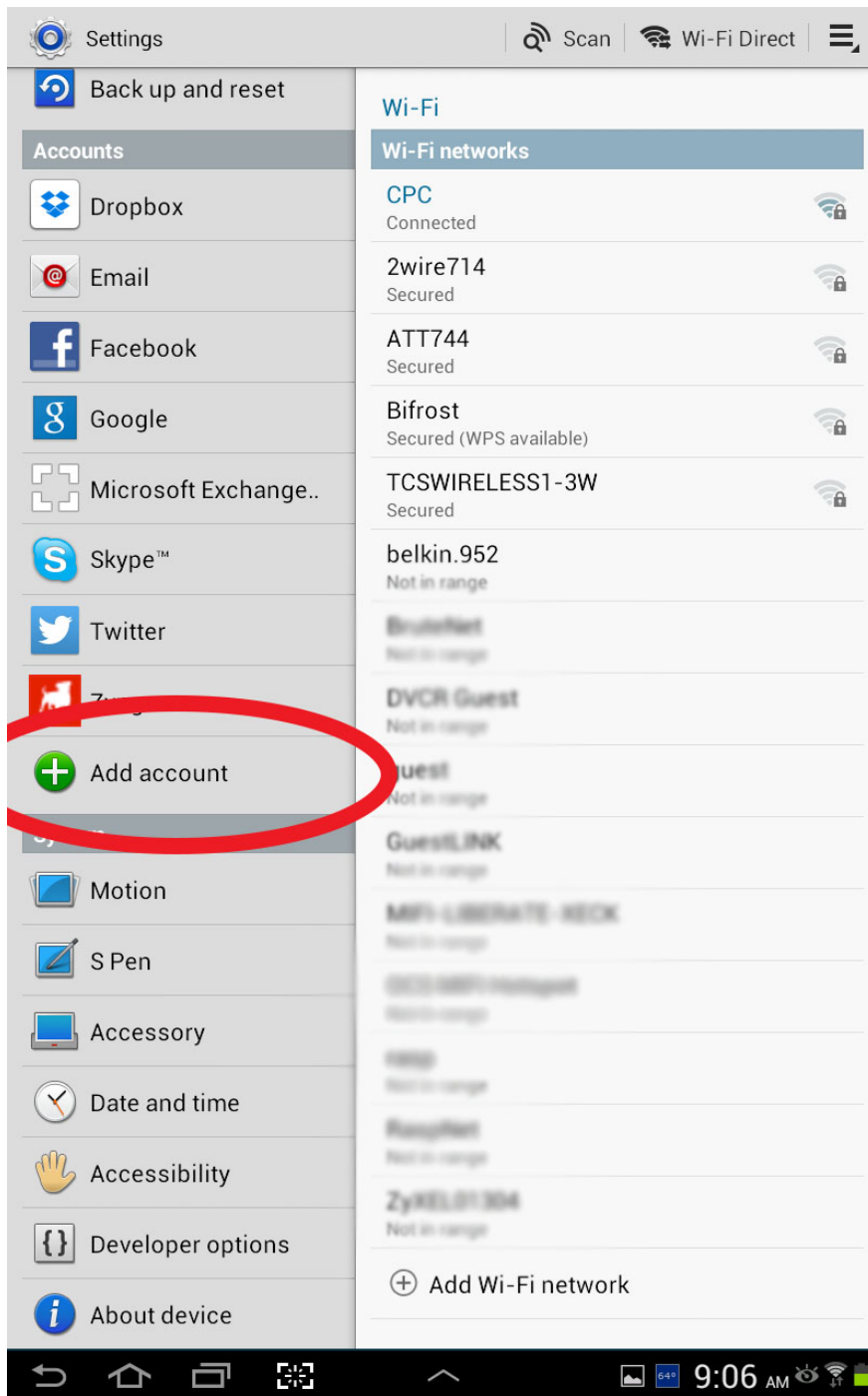


Android devices vary somewhat between manufacturers. These instructions were made using a Samsung tablet. Your device may vary slightly.

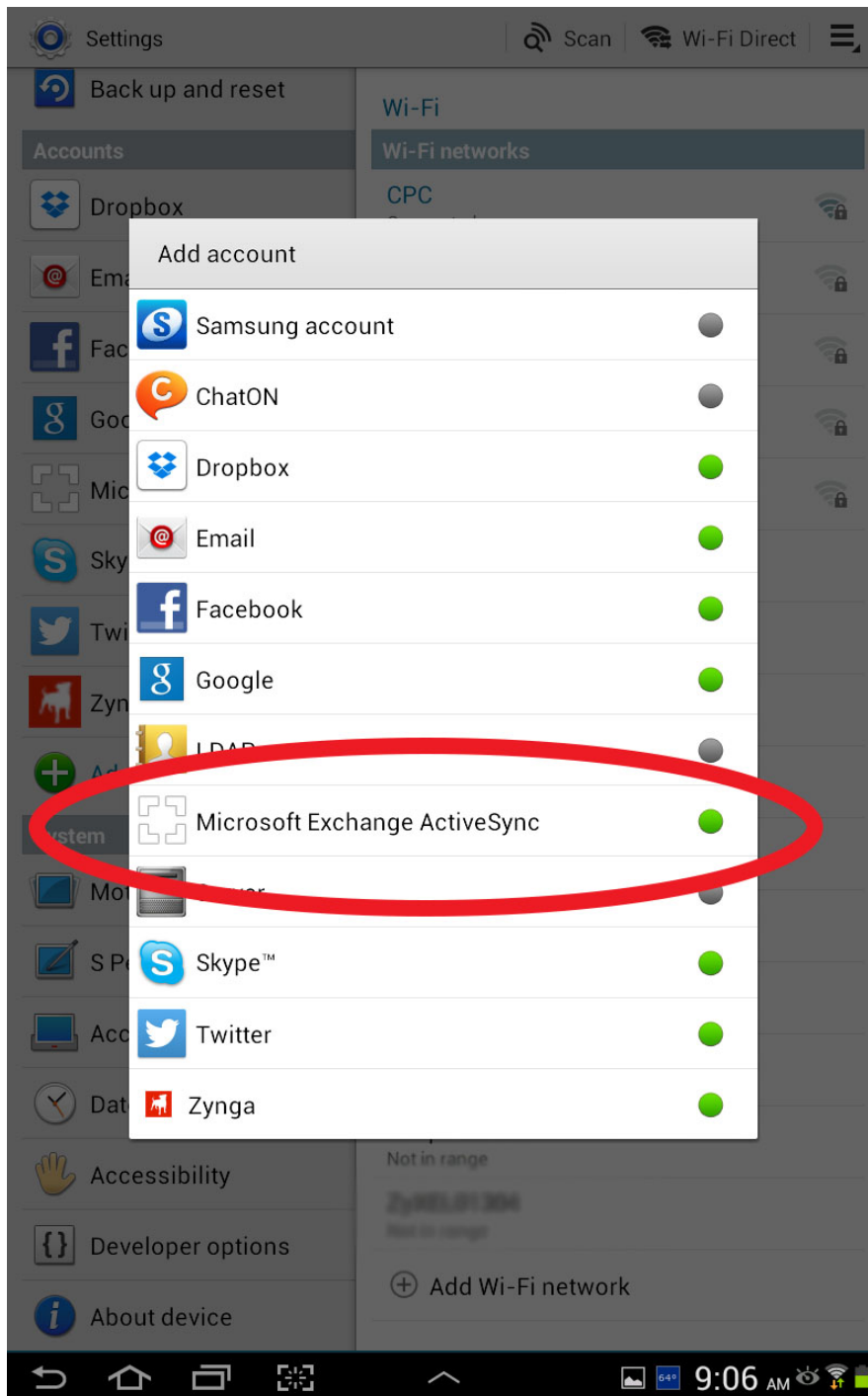
1. Open settings.



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

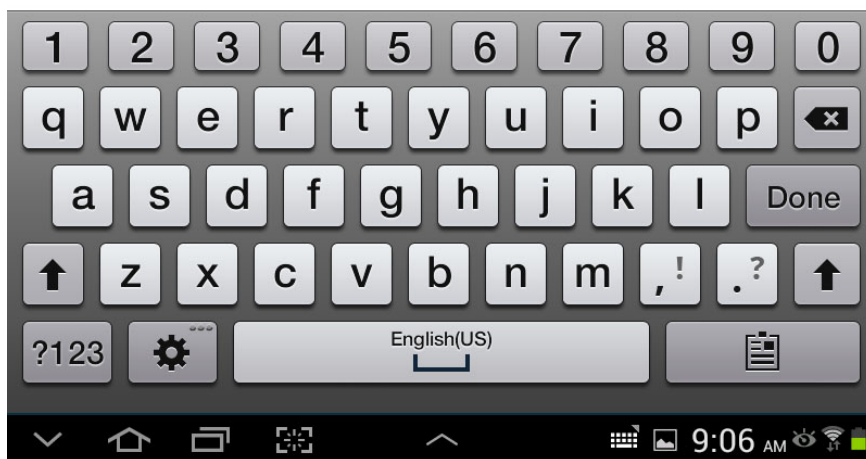
Configure your Exchange account in a few steps.

john.doe@pastoral.org

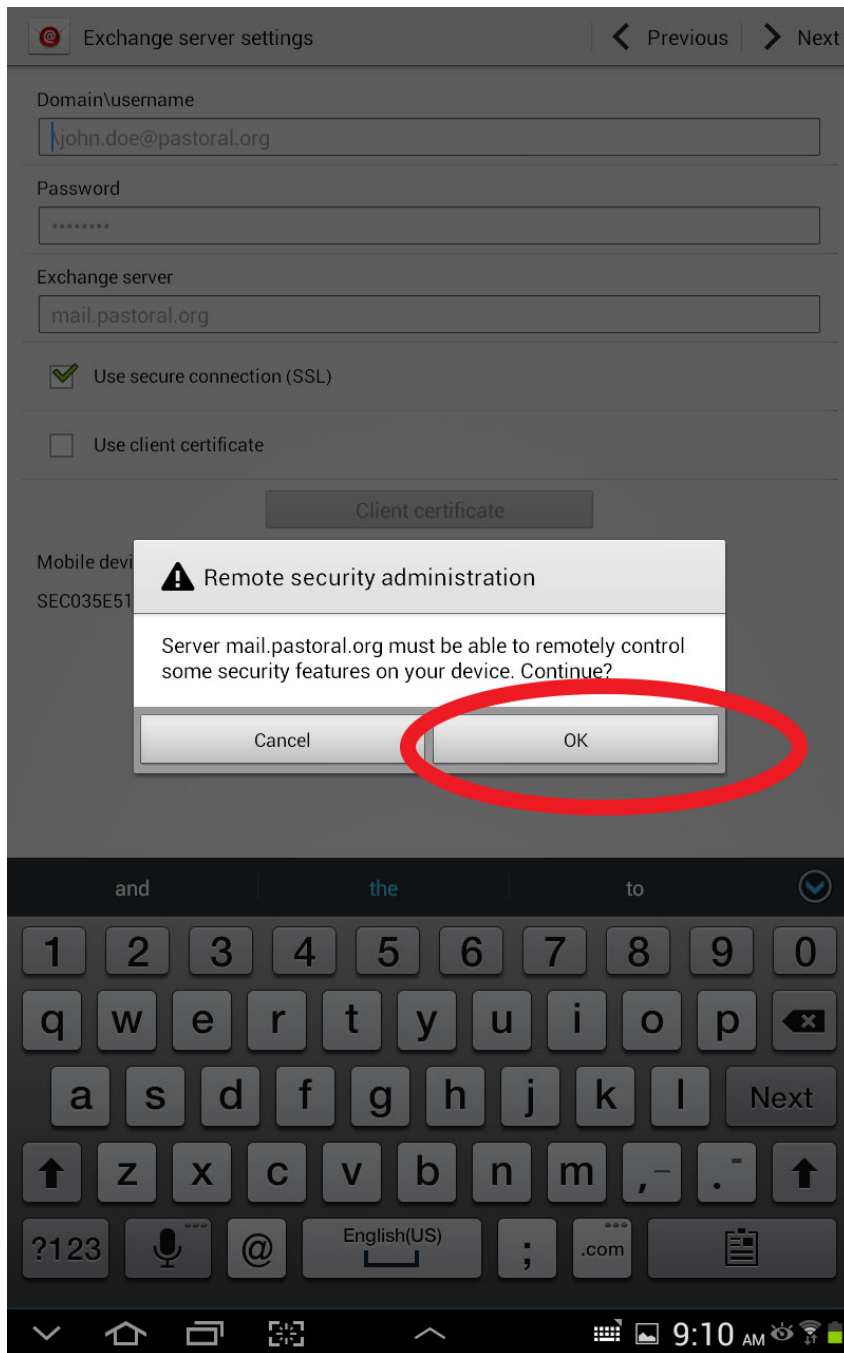
.....

☐ 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.

 Account options | < Previous > **Next**

Peak schedule
Push

Off-peak schedule
Push

Period to sync Email
Automatic

Emails retrieval size
50 KB

Period to sync Calendar
2 weeks

☐ Send email from this account by default

☒ Notify me when email arrives

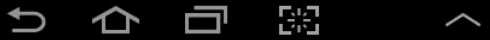
☒ Sync Email

☒ Sync Contacts

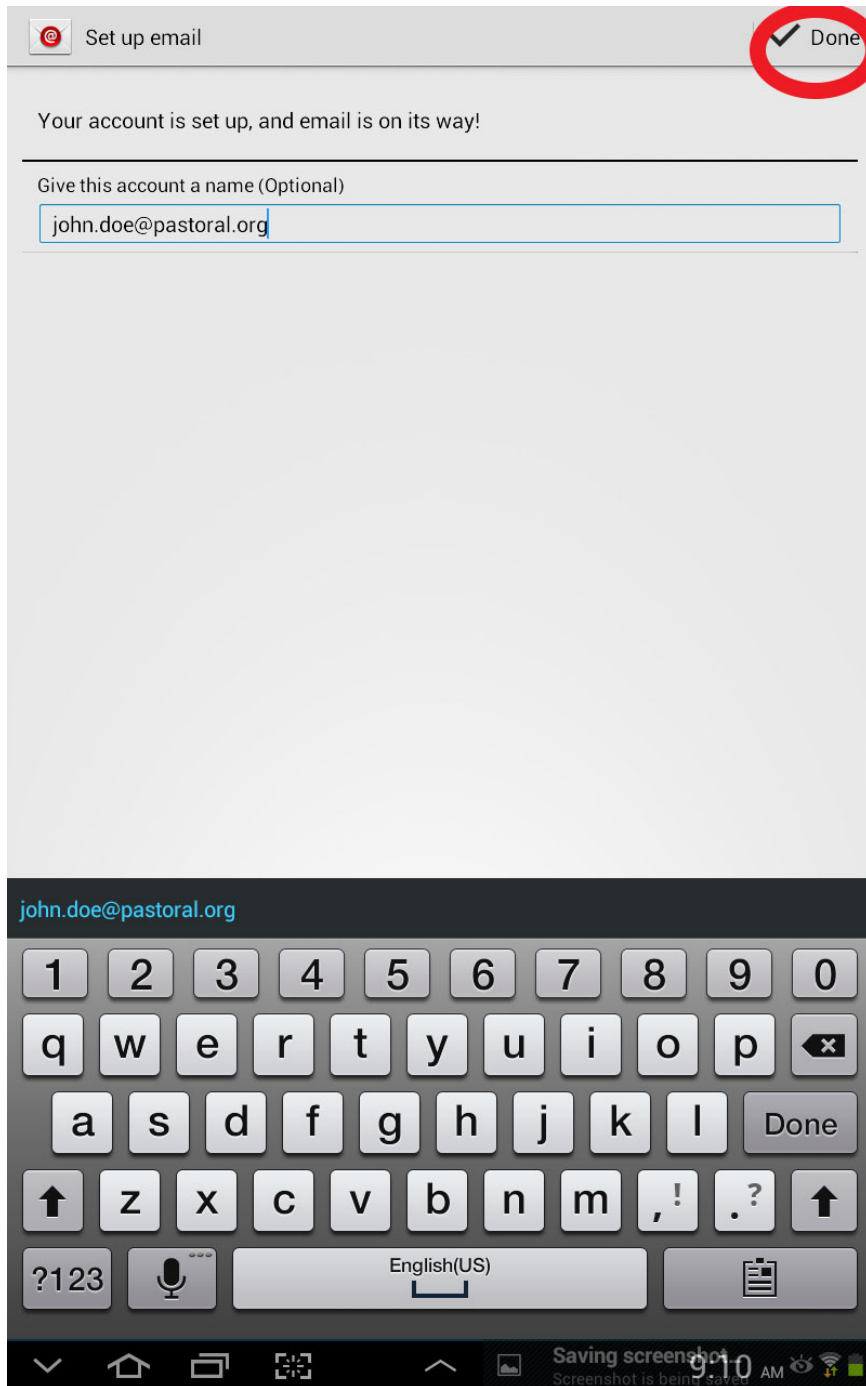
☒ Sync Calendar

☒ Sync Task

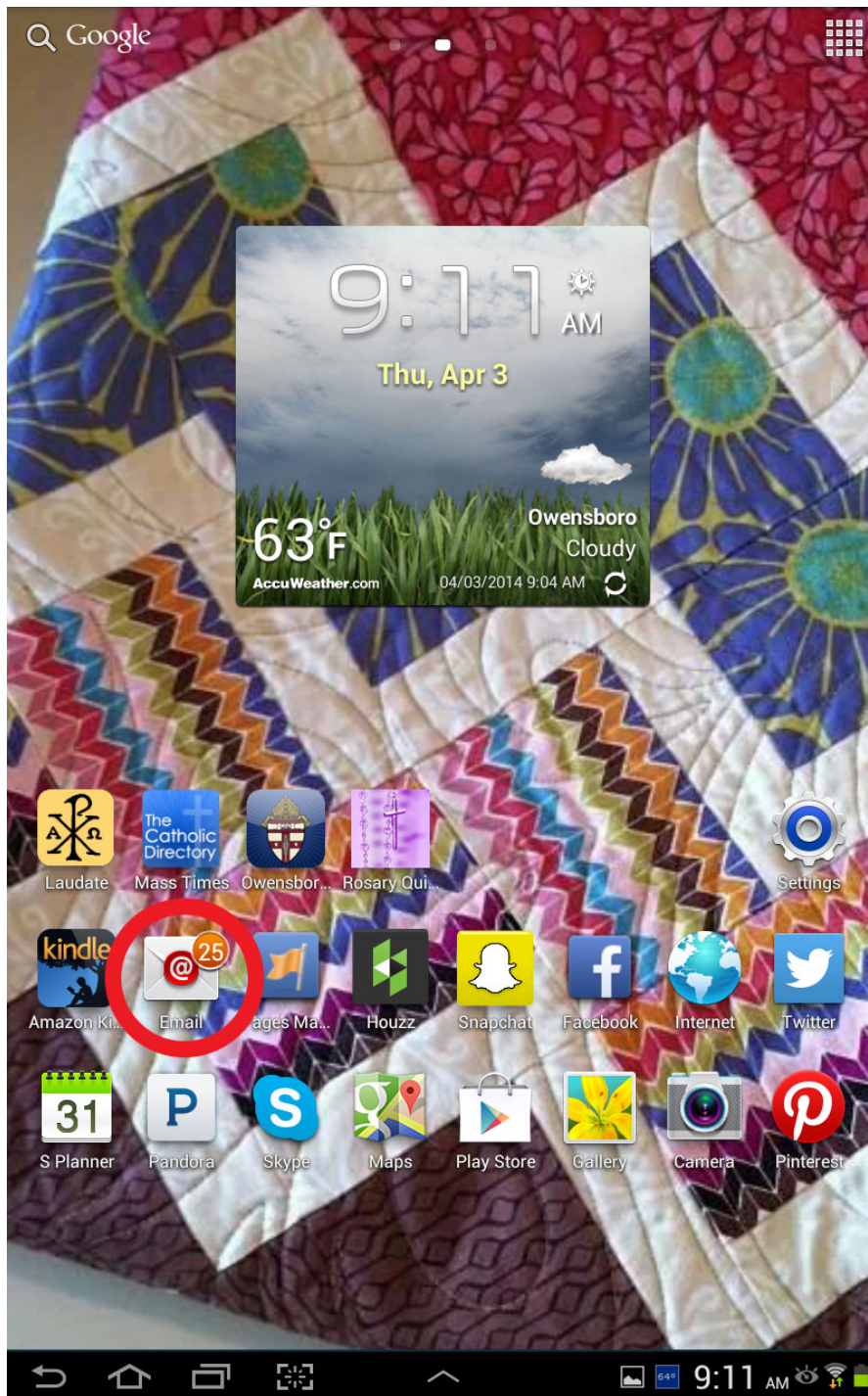
☐ Automatically download attachments when connected to Wi-Fi

 Saving screenshot...
Screenshot is being saved 9:10 AM

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.

