

Configure Your Android Device for Student Email Service

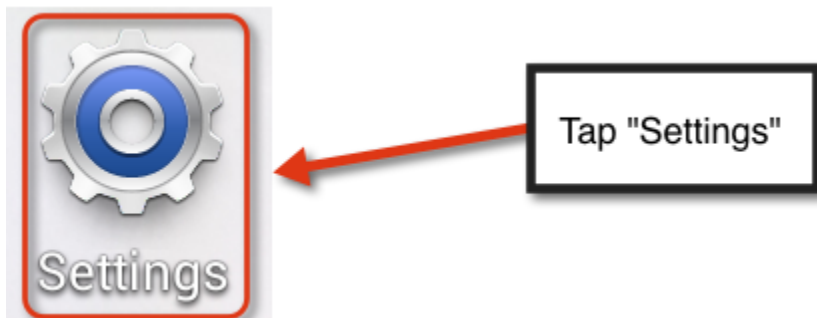
Posted On: January 7, 2017

CONFIGURE ANDROID DEVICES FOR STUDENT EMAIL SERVICE

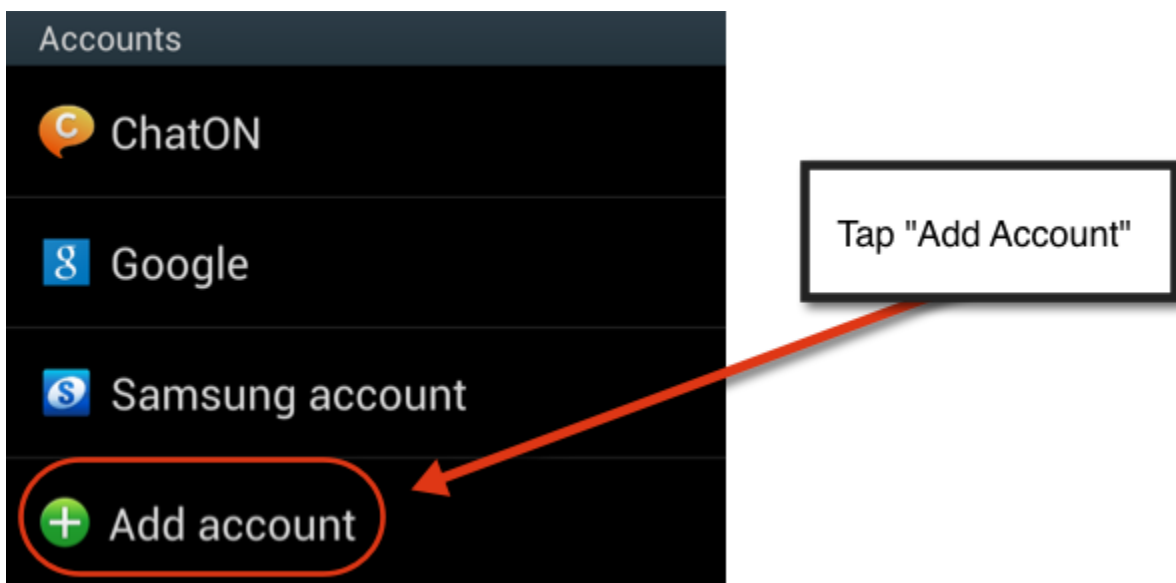
NOTE: These steps were taken with an Android phone running Jelly Bean 4.1.1. Your phone's screens may look a little different.

1. Find and tap **Settings**.

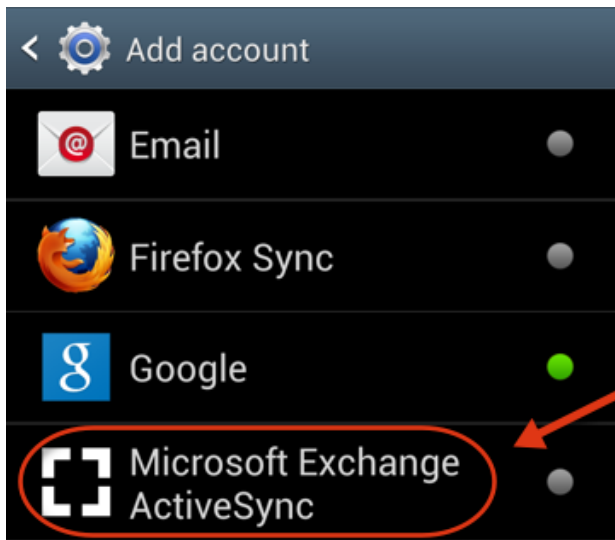
NOTE: The way to access settings may vary depending on your type of phone.



2. Under the *Accounts* section, tap **Add Account**



3. Tap **Microsoft Exchange Active Sync**.

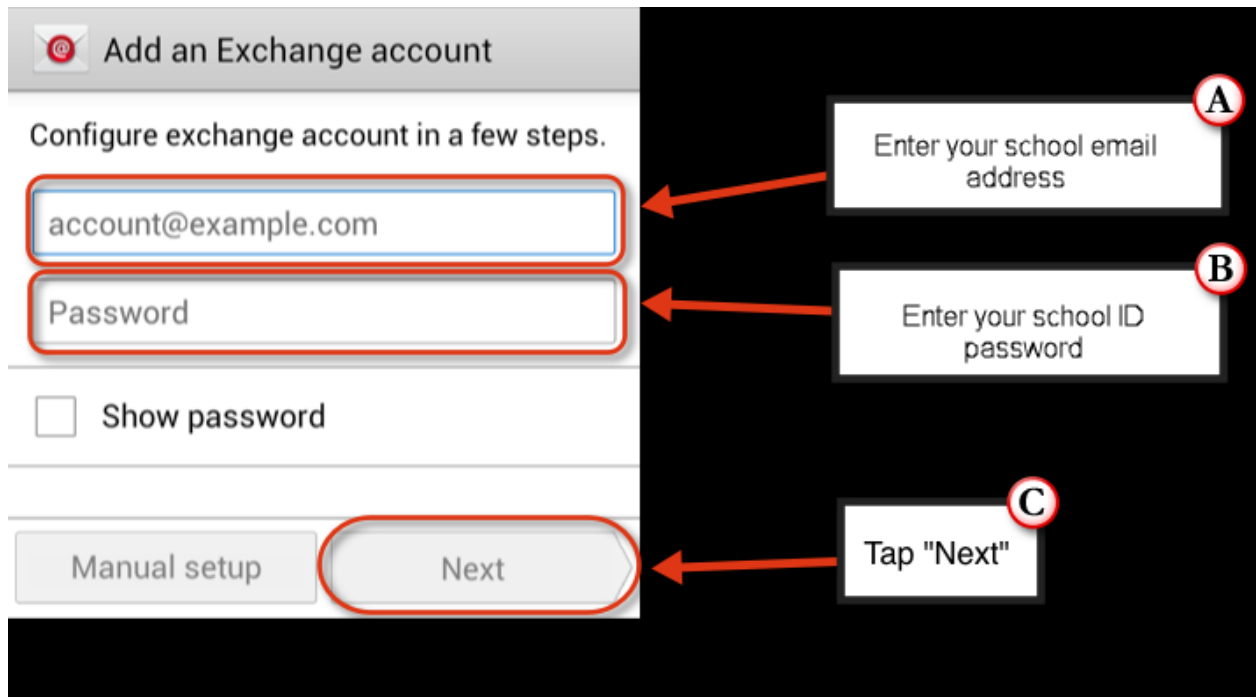


Tap "Microsoft Exchange Active Sync"

4. In the *Add an Exchange Account* screen:
- A. Enter your **School Email Address**

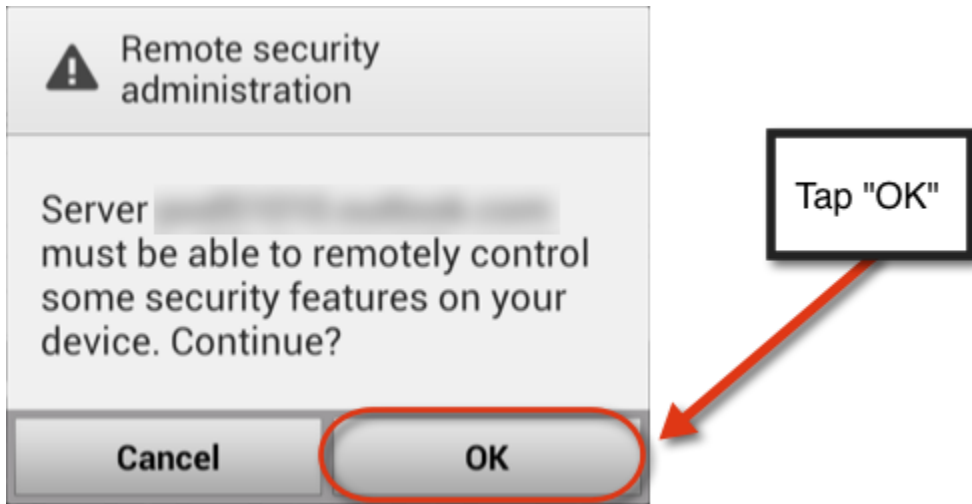
NOTE: Your email account is your 533@rams.spring-ford.net.

- B. Enter your Student ID password in the *Password* field
- C. Tap **Next**

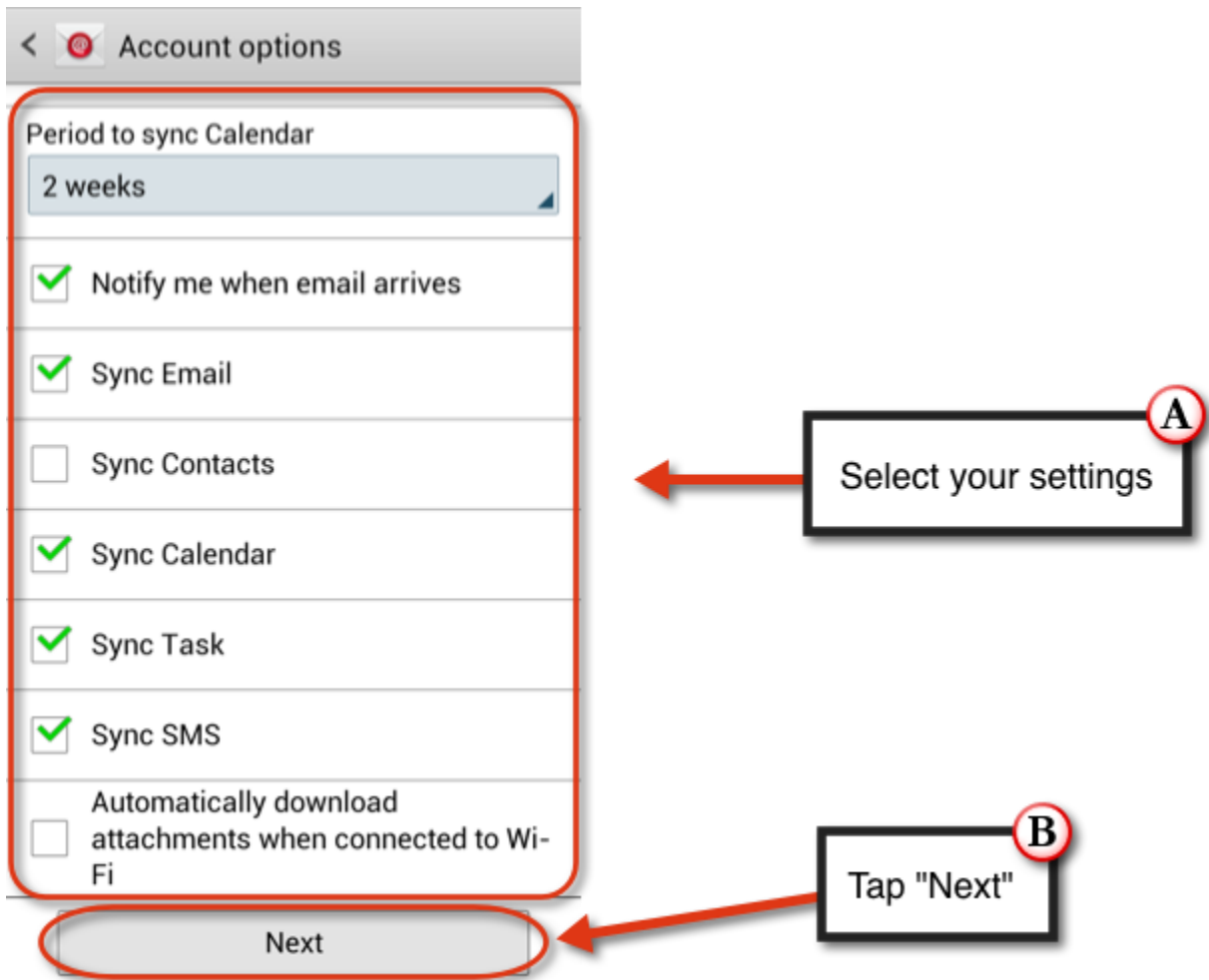


NOTE: If your Android phone is unable to automatically locate the correct Email server name, enter **outlook.office365.com** in the Server field when prompted.

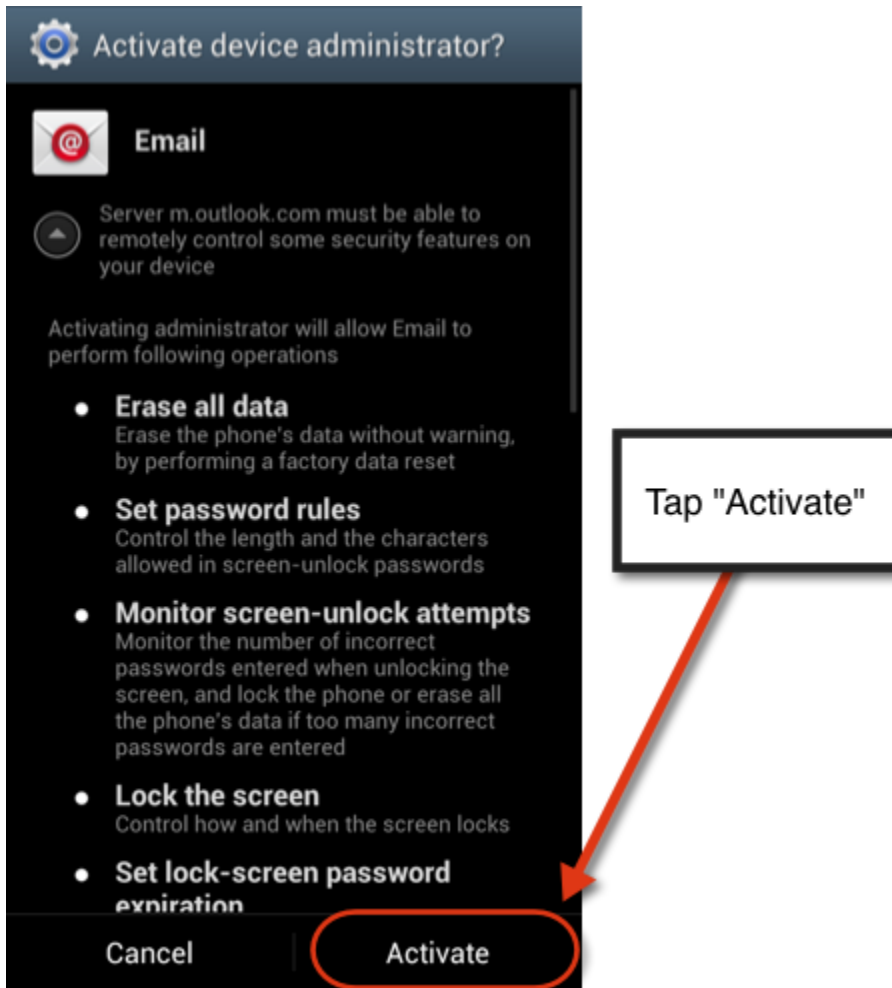
5. Tap **OK** in the *Remote security administration* dialog box.



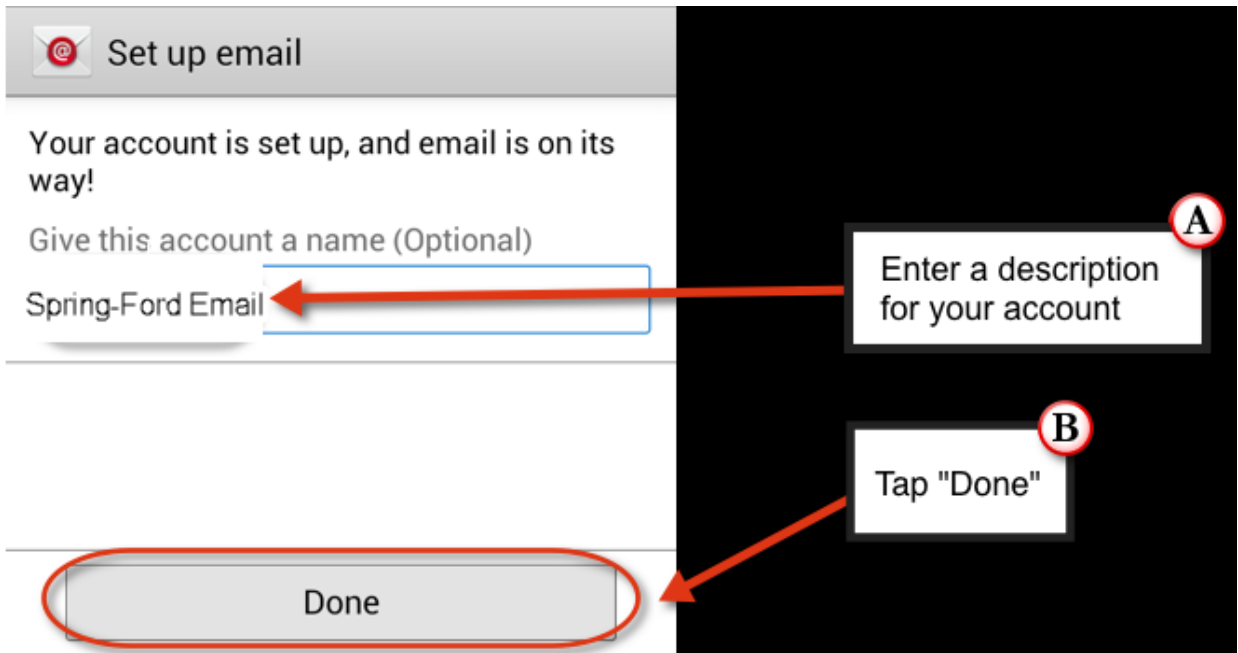
6. Select your settings in the *Account options* screen and tap **Next** at the bottom.



7. Tap **Activate** in the *Activate Device Administrator* screen.



8. Enter a **description** for the account name in the *Set up email* screen, then tap **Done**.



9. Return to your home screen and open your email application to be sure your email is syncing.

NOTE: You may have to force the application to restart. If the steps above generate the error: **"Cannot Connect to server"**.