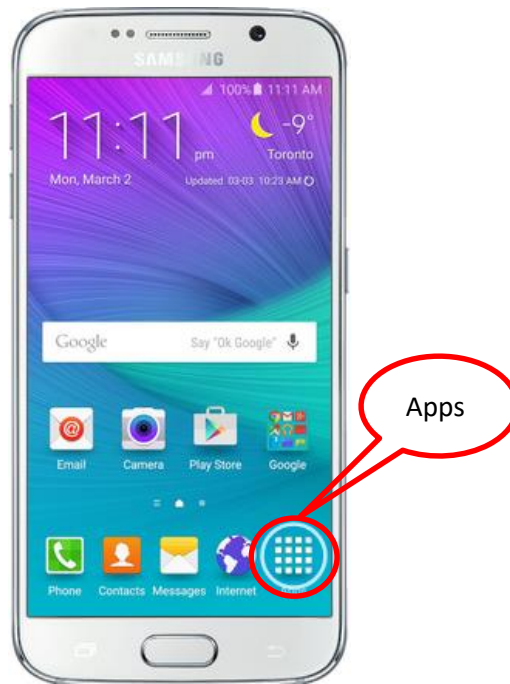




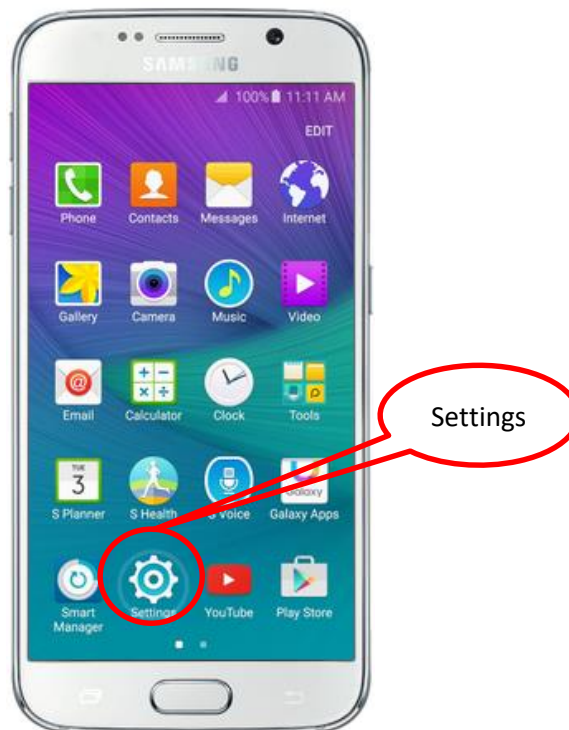
How to Set Up Exchange E-mail on Android

Step by step – brand new email setup

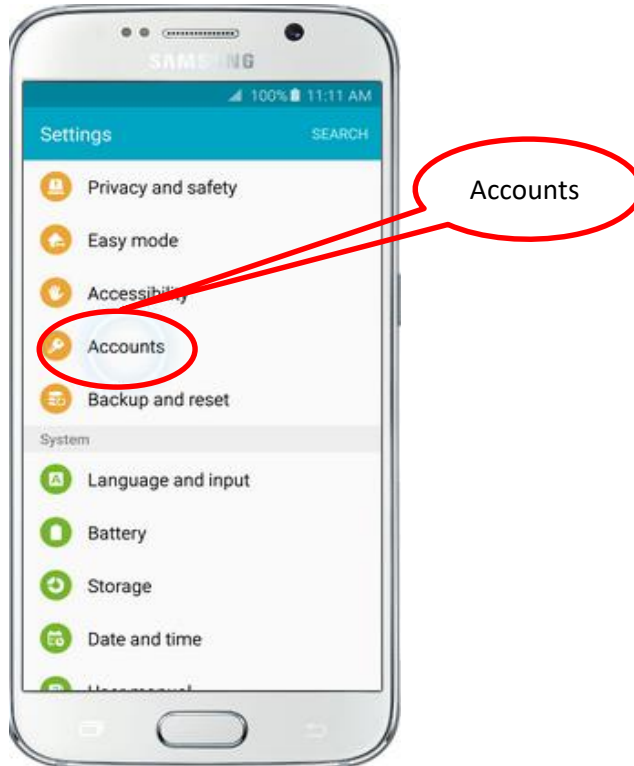
1. Touch Apps:



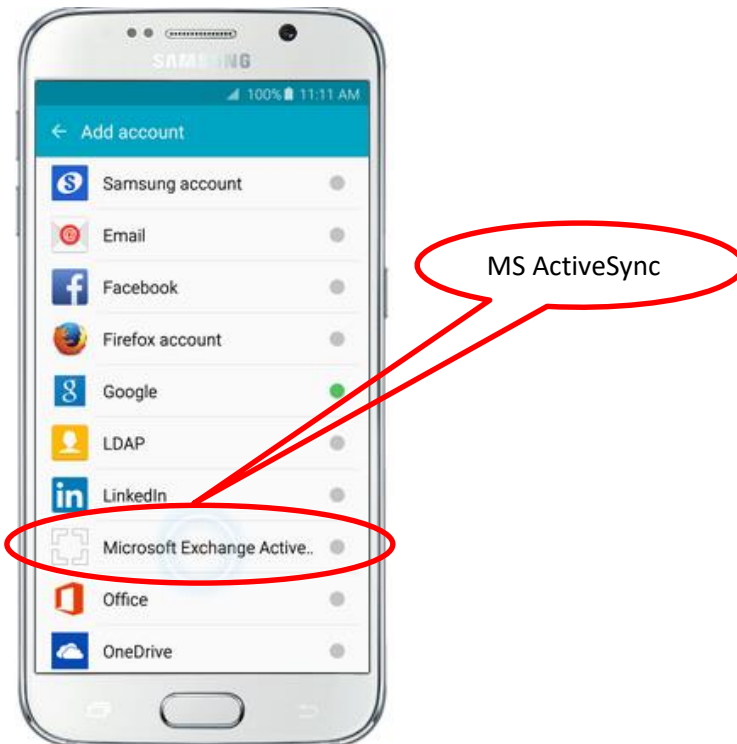
2. Touch Settings:



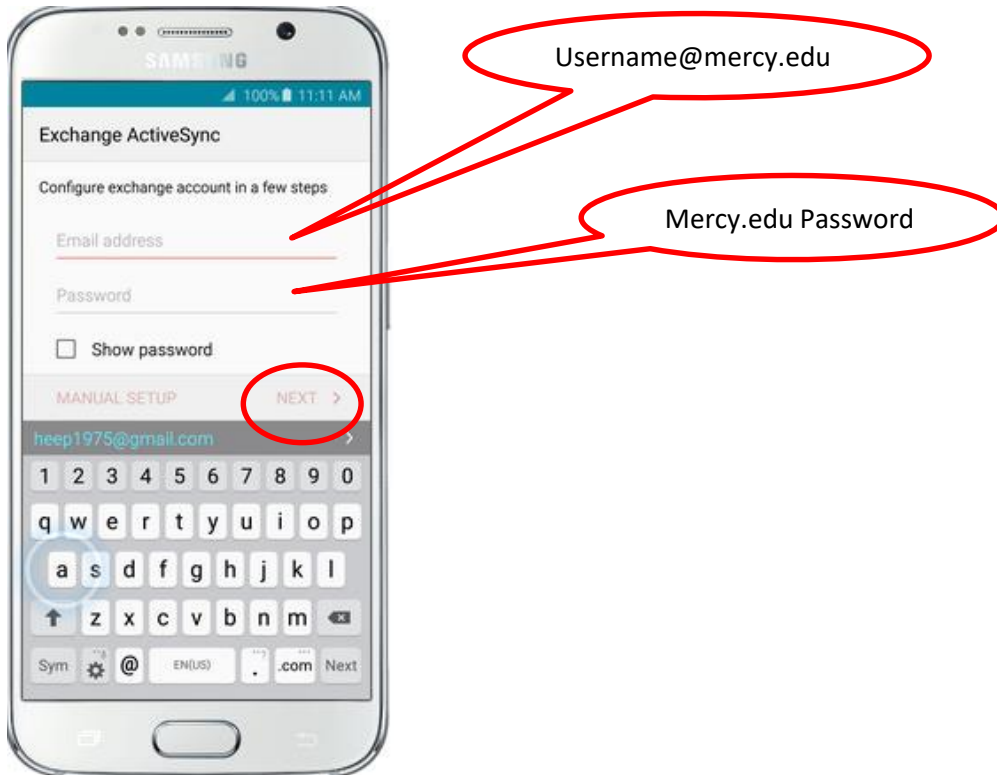
3. Scroll down to Personal section find and touch Accounts:



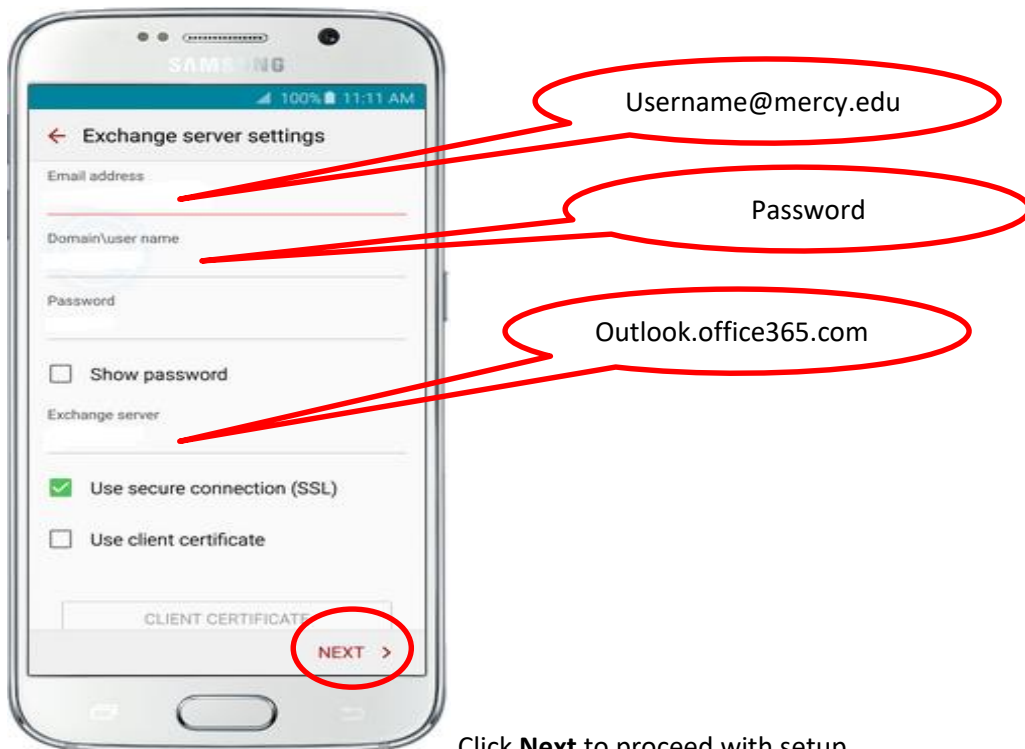
4. From the account screen Select Microsoft Exchange ActiveSync:



5. Enter your Mercy.edu Username and Password:

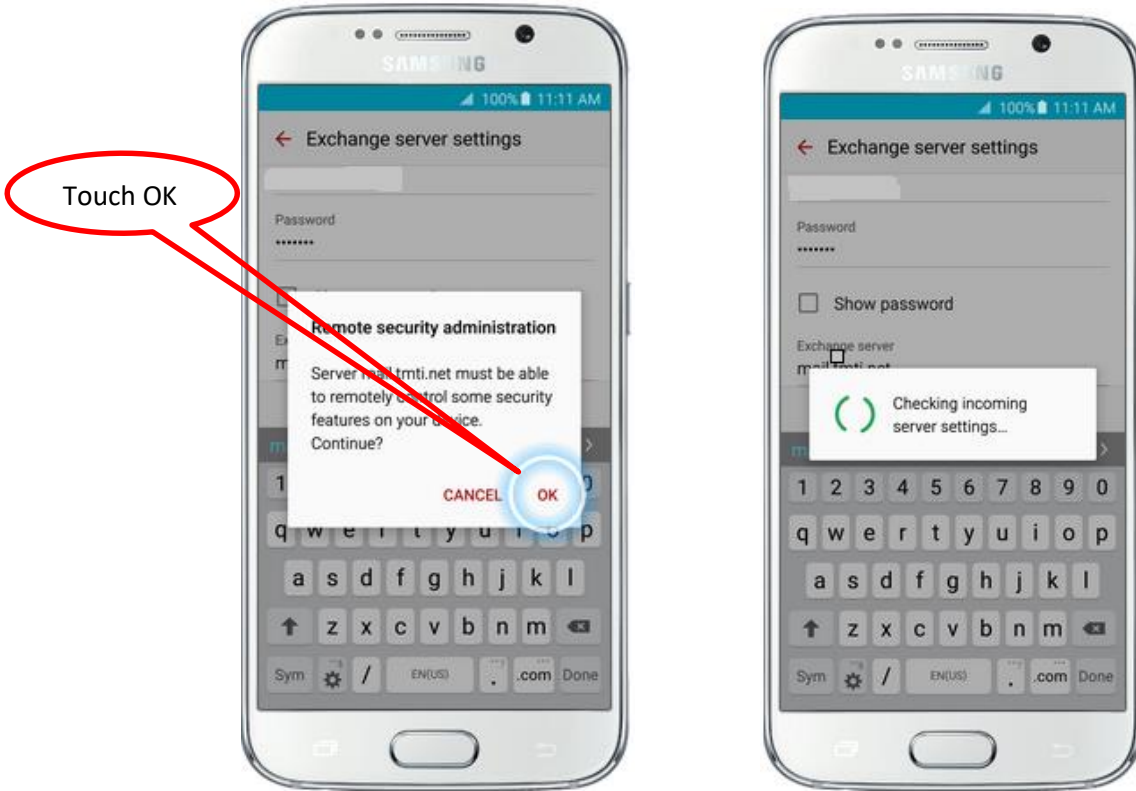


6. Click on Next it will then ask you for the following:

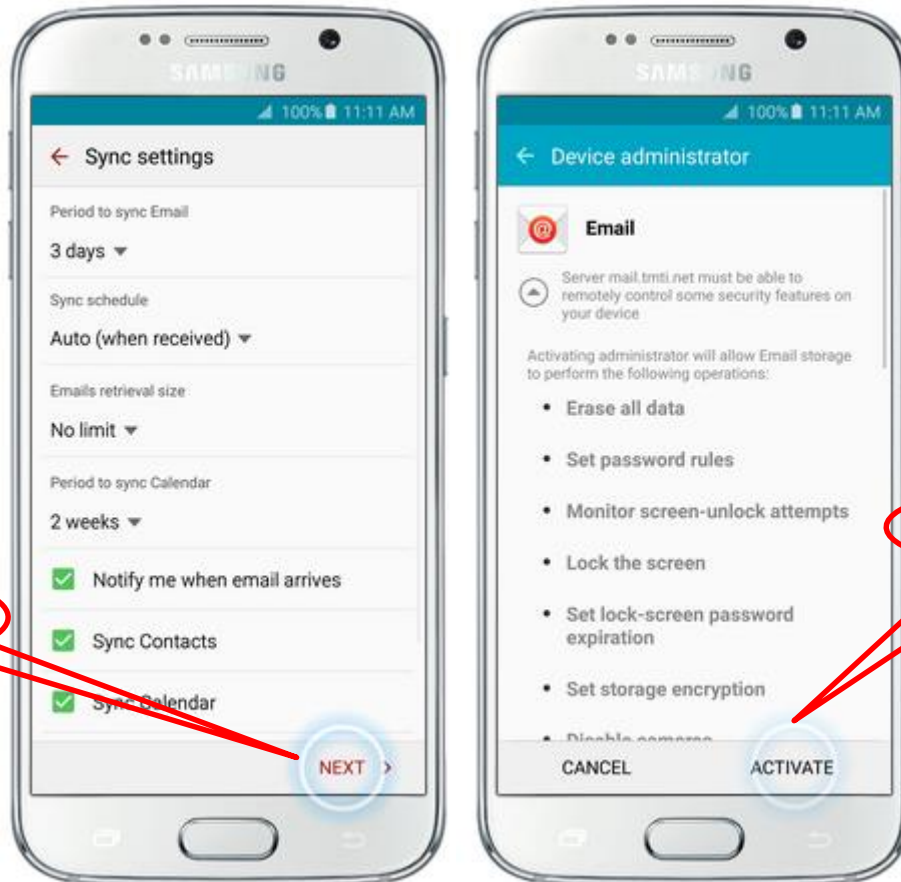


Click **Next** to proceed with setup.

7. Accept the Remote Security Administration Certification.
Wait while the phone verifies the account Information.



8. Once the system confirms the settings you will be prompted to choose the following:
- Period to sync Email / Period to sync Calendar once you have chosen click Next.
 - Then you will be Prompted to Activate Device Administrator control this is mandatory if you wish to send and receive Mercy.edu Emails.



9. Edit the account name if desired.
If you wish to keep the same name touch DONE.
The system will then take you to the Account Screen.
From here press the Home Button

