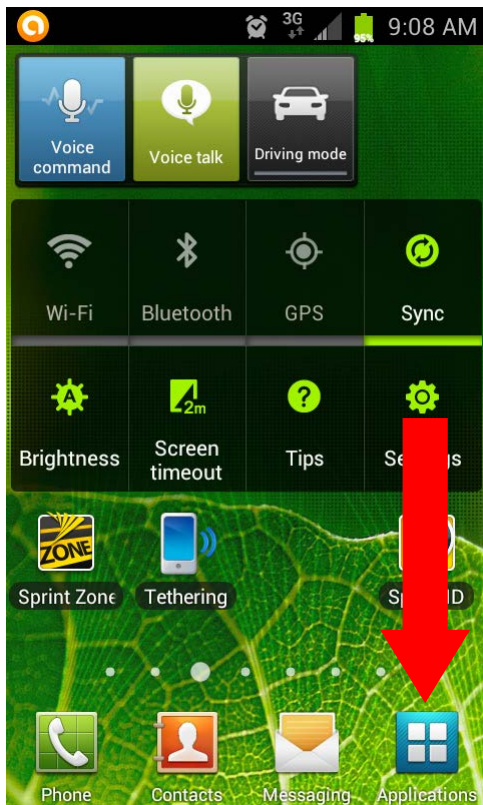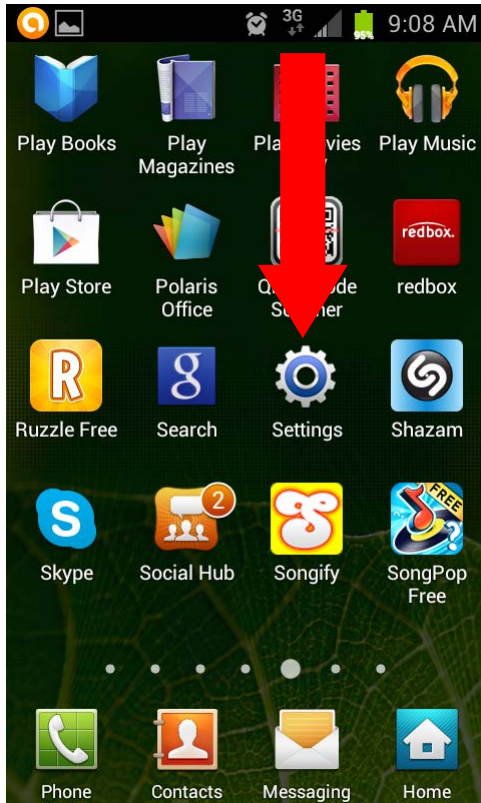# iTech Helpdesk

Setting Up Retiree E-Mail on Android
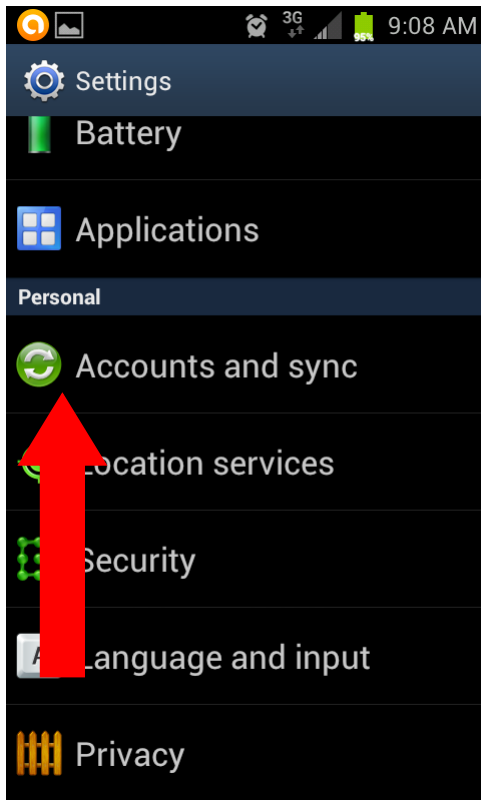
1. First, make sure your android device is turned on, unlocked and on your main screen. Select **"Applications"**.
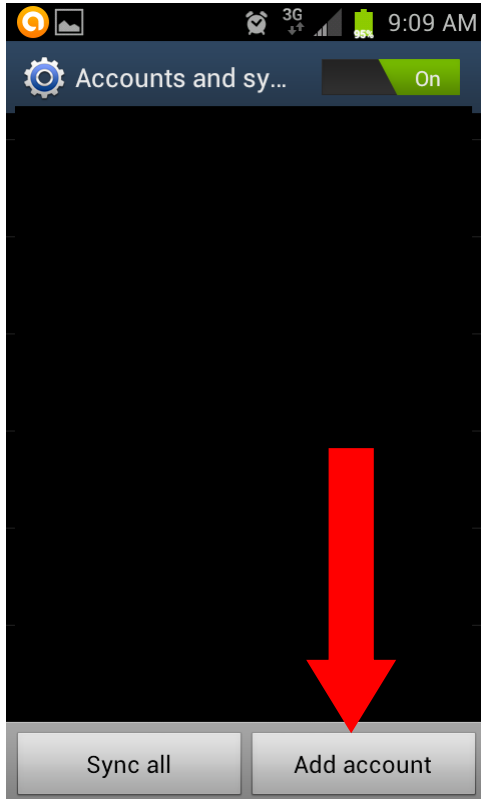
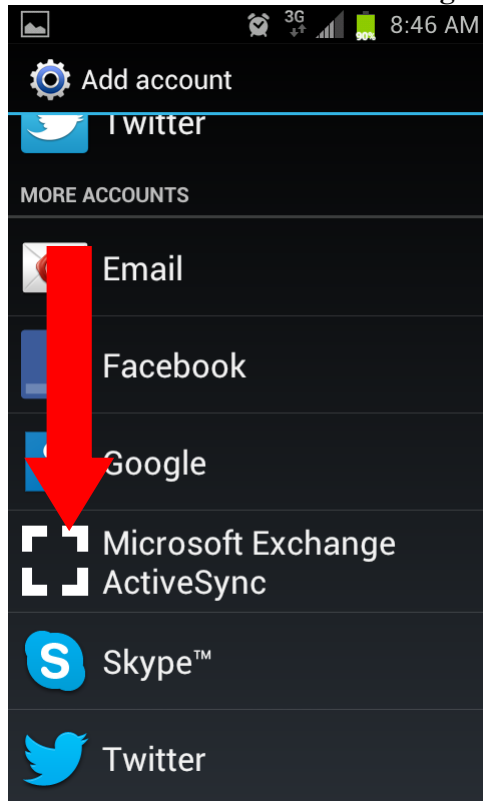2. Look for the **"Settings"** icon and select it.

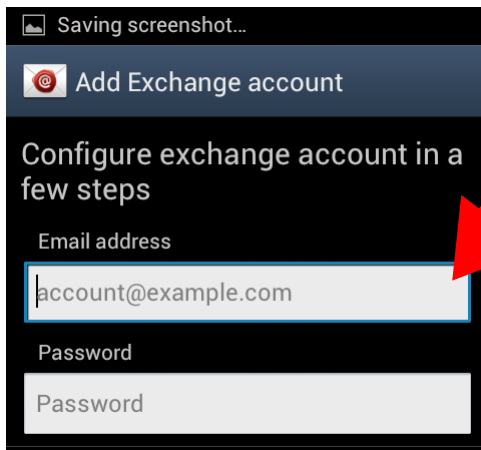3. In your Settings, select, **"Accounts and sync"**.

4. Near the bottom of the screen, you will see an, **"Add Account"** button. Select this button.

5. Scroll down to **"Microsoft Exchange ActiveSync"**. Select the Exchange ActiveSync icon.

6. On the next screen, enter your e-mail address and password. You may have the options to send e-mail from this account by default or show your password. These options are your choice to select. Once you are finished, click **"Next"**.
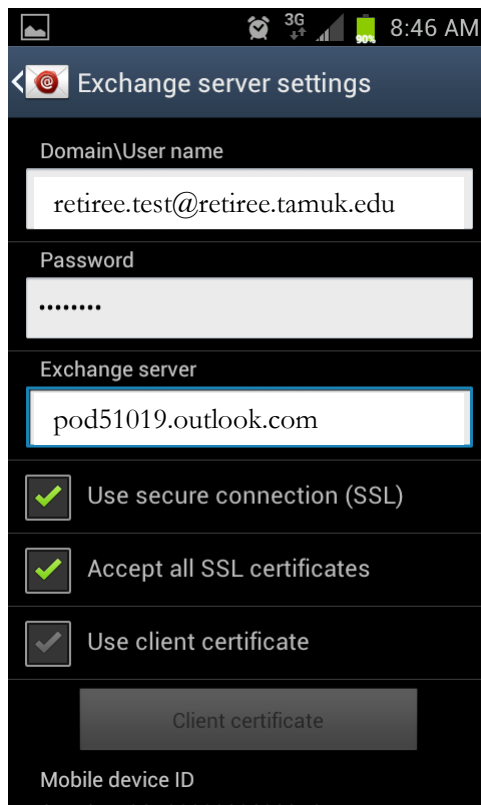
8. The next screen will ask for your domain\user name. Enter, **"firstname.lastname@retiree.tamuk.edu"**. Enter your password and enter, **"pod51019.outlook.com"** for the server settings. The **"Use Secure Connection (SSL)"** and **"Accept all SSL certificates"** must be checked. Select, **"Next"** to test your settings.
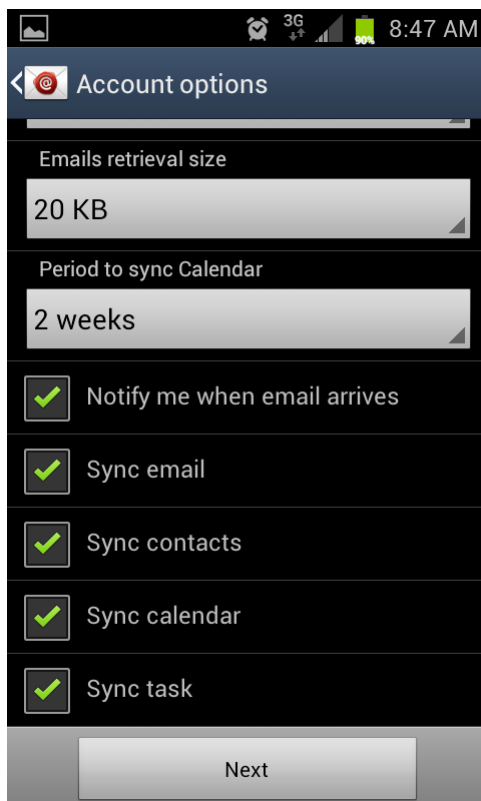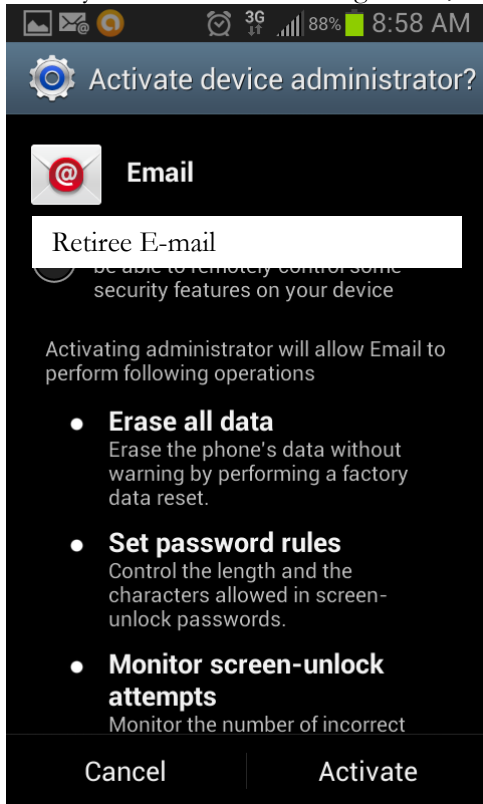
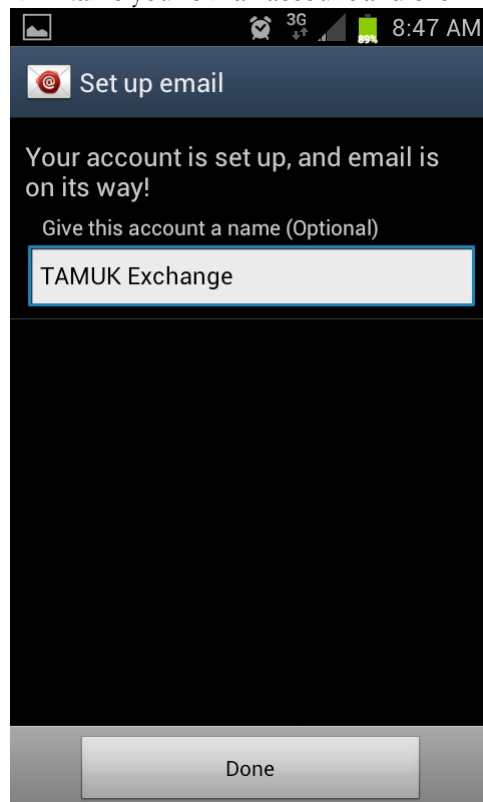9. If you see the following screen, click on OK.
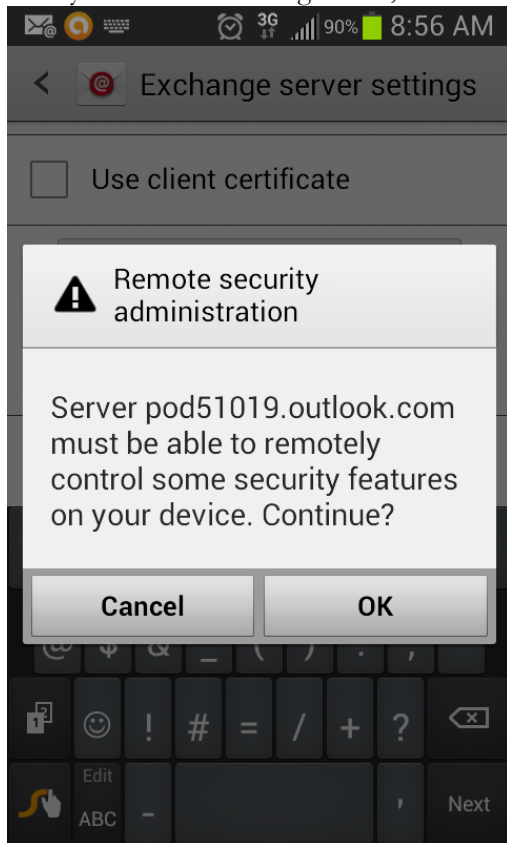
10. Check to see if all the settings are what you would like and click next on the bottom of the screen. Usually, the default settings are ok with most users.

11. If you receive the following screen, click Activate.

12. Name your e-mail account and click Done when finished.

13. Your retiree e-mail has now been setup.