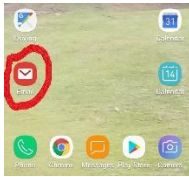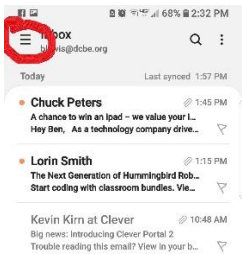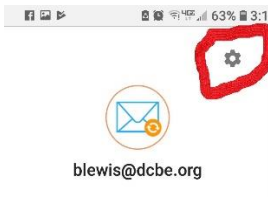Go to your stock Android Mail App*

*If you do not have an Email App, you will need to follow the manual set up process at the end of this document!!
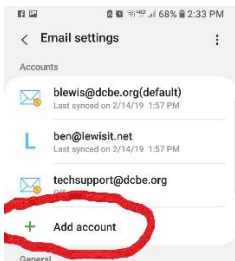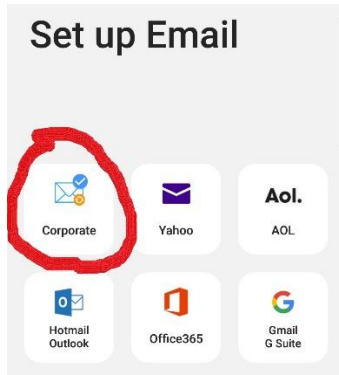
Tap the Waffle Icon in top left corner:

Got to the settings (Icon Gear in top right of screen):
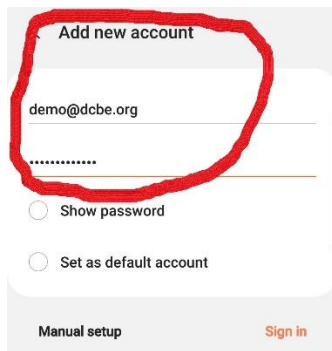

Choose Add Account:
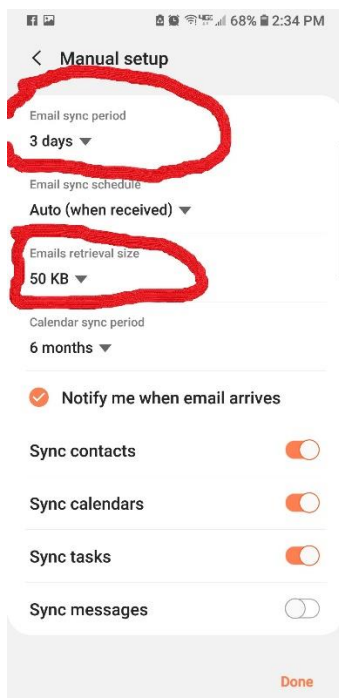

Choose Corporate**:

Set up Email

**If you do not have a Corporate Option, Select Microsoft Exchange

Type in your email address and password:
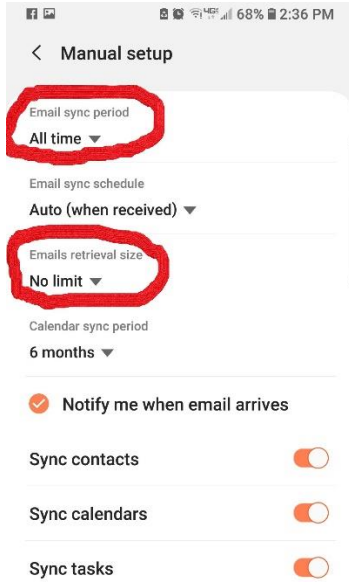

Tap Sign in

Once connected you should see a screen similar to this:

Change the following settings:

Email sync period – to All Time

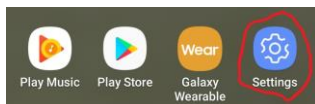Emails retrieval size – to No Limit

Tap Done

On the next screen you can customize the account name (leave what's there if you want) or re-name it to something else. i.e. DCBE Work Email
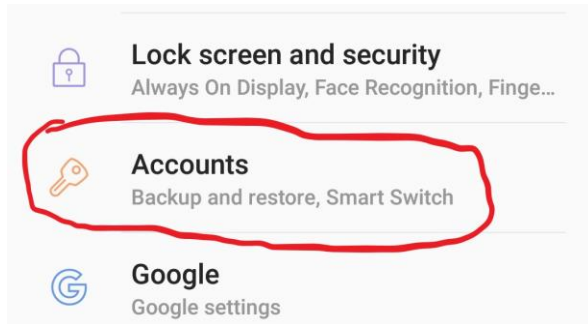

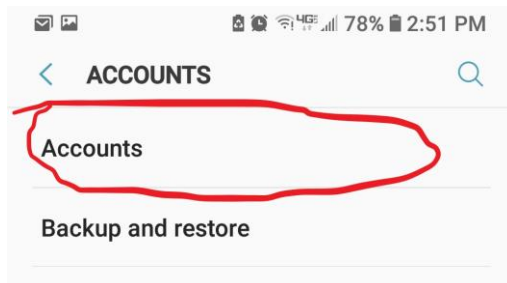Tap Done

Manual set up process

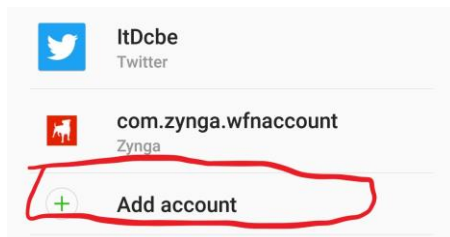Go to Settings -> ->Add Account->Choose Exchange
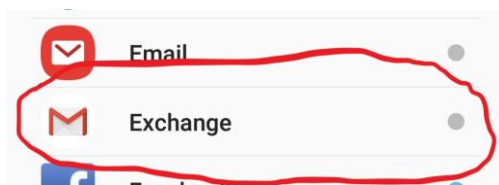

Choose Accounts:

Choose Accounts Again:

Choose Add Account:

Choose Exchange:

Type in your DCBE Email address, then click Manual set up.

Type in your password and then click next
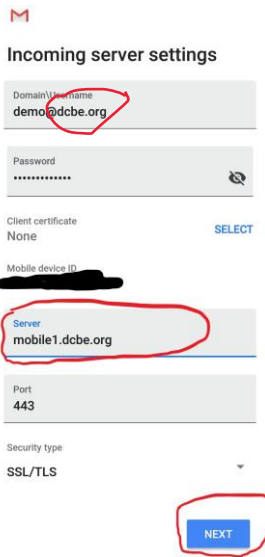
Choose Exchange:

For the server, change it to: mobile1.dcbe.org
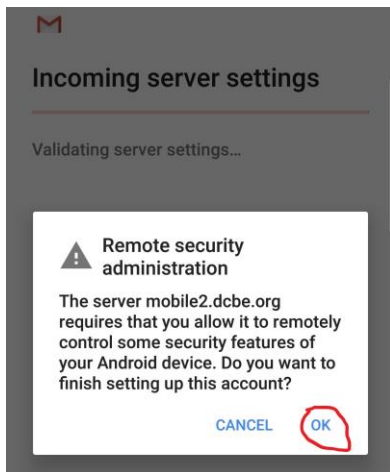
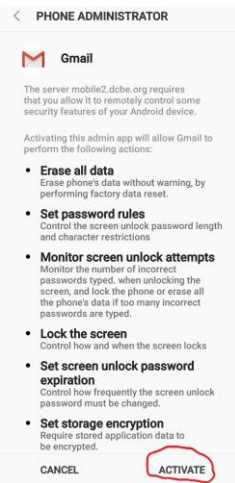Remove the @****.org portion of the username.

Click next, (Keep the default settings).

Click ok, click activate*:

*If this step fails, change the server to: mobile2.dcbe.org and try it again.