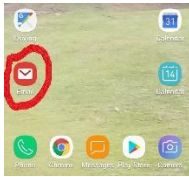
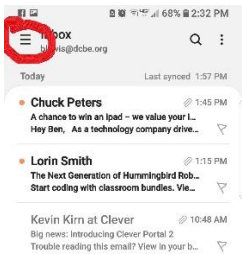


Go to your stock Android Mail App*

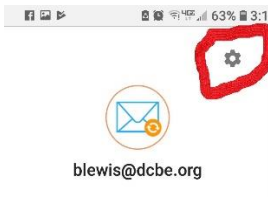


*If you do not have an Email App, you will need to follow the manual set up process at the end of this document!!

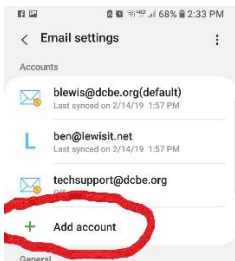
Tap the Waffle Icon in top left corner:



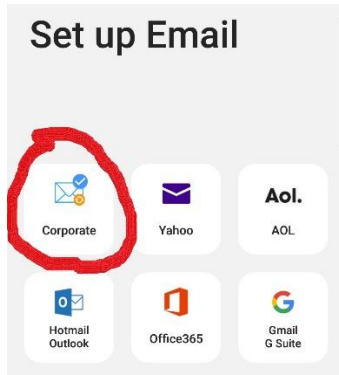
Got to the settings (Icon Gear in top right of screen):



Choose Add Account:

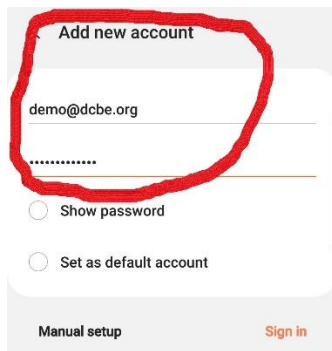


Choose Corporate**:



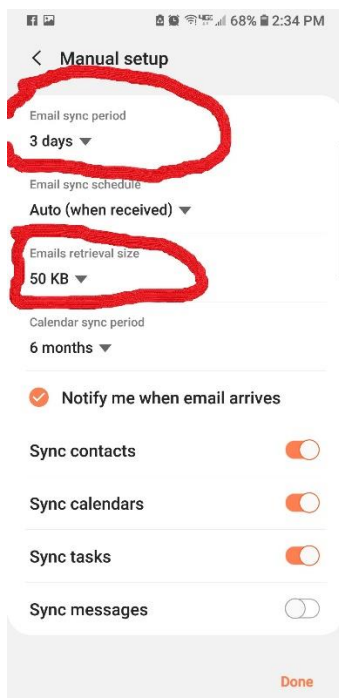
**If you do not have a Corporate Option, Select Microsoft Exchange

Type in your email address and password:



Tap Sign in

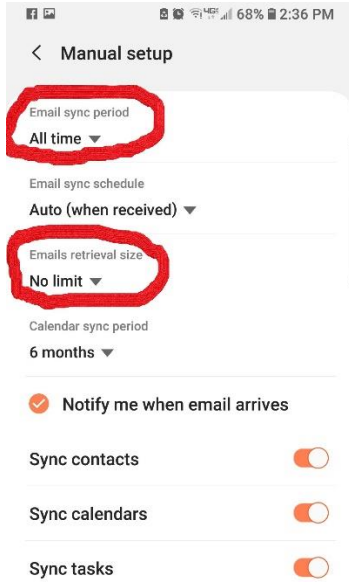
Once connected you should see a screen similar to this:



Change the following settings:

Email sync period – to All Time

Emails retrieval size – to No Limit



Tap Done

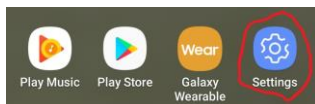
On the next screen you can customize the account name (leave what's there if you want) or re-name it to something else. i.e. DCBE Work Email



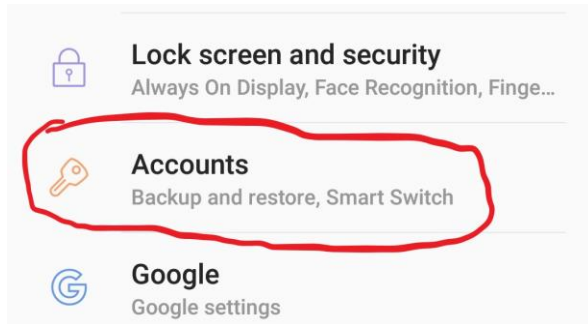
Tap Done

Manual set up process

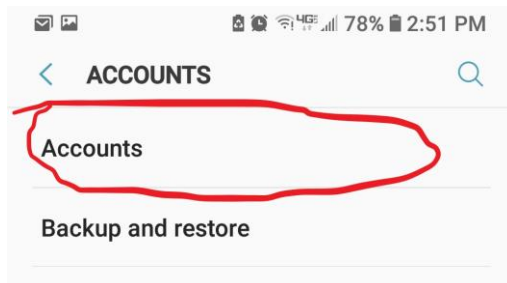
Go to Settings -> ->Add Account->Choose Exchange



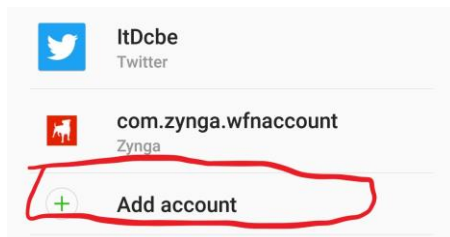
Choose Accounts:



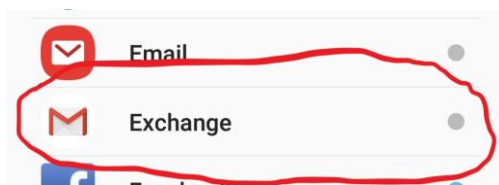
Choose Accounts Again:




Choose Add Account:



Choose Exchange:



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




Add your email address

Enter your email
demo@dcbe.org

MANUAL SETUP NEXT

Type in your password and then click next



demo@dcbe.org


Password
.....

Client certificate
None SELECT

Mobile device ID
██████████

NEXT

Choose Exchange:



demo@dcbe.org

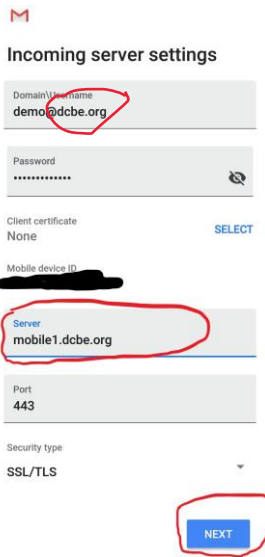
What type of account is this?

Personal (POP3)

Personal (IMAP)

Exchange

For the server, change it to: mobile1.dcbe.org

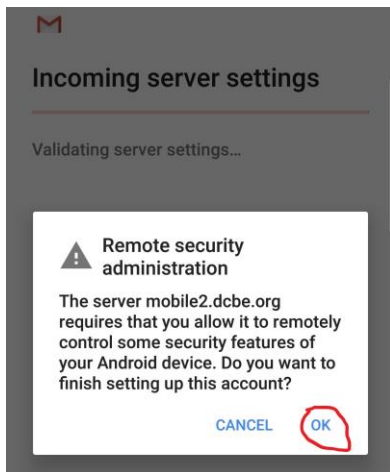


The screenshot shows the 'Incoming server settings' screen. The 'Domain/Username' field contains 'demo@dcbe.org', with a red circle around the '@dcbe.org' portion. The 'Server' field contains 'mobile1.dcbe.org', also circled in red. The 'Port' is set to '443' and 'Security type' is 'SSL/TLS'. A blue 'NEXT' button is circled in red at the bottom.

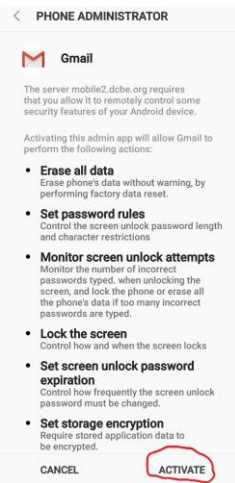
Remove the @****.org portion of the username.

Click next, (Keep the default settings).

Click ok, click activate*:



The screenshot shows a dialog box titled 'Remote security administration'. It contains the text: 'The server mobile2.dcbe.org requires that you allow it to remotely control some security features of your Android device. Do you want to finish setting up this account?'. There are 'CANCEL' and 'OK' buttons at the bottom, with 'OK' circled in red.



The screenshot shows the 'PHONE ADMINISTRATOR' screen for Gmail. It lists several security features that will be activated: 'Erase all data', 'Set password rules', 'Monitor screen unlock attempts', 'Lock the screen', 'Set screen unlock password expiration', and 'Set storage encryption'. At the bottom, there are 'CANCEL' and 'ACTIVATE' buttons, with 'ACTIVATE' circled in red.

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