
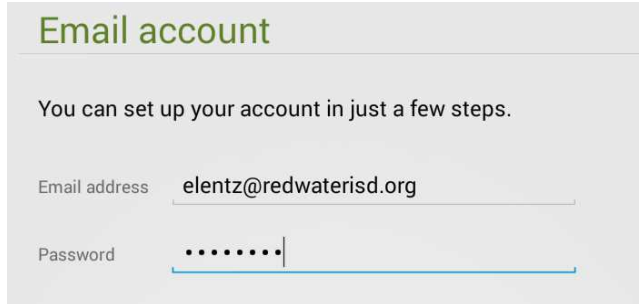


Setup RISD Staff Email on Android (Jelly Bean and above)

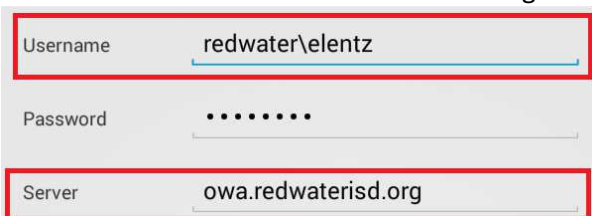
1. From the home screen touch **Apps**  > **Settings** > Under **Accounts** touch **Add account**
2. Touch **Corporate**, **Microsoft Exchange**, or **Other** then **Exchange**



3. Enter your email address and password and touch **Next**.

A screenshot of the 'Email account' setup screen. The title 'Email account' is at the top. Below it, a message says 'You can set up your account in just a few steps.' There are two input fields: 'Email address' with the value 'elentz@redwaterisd.org' and 'Password' with a masked password of seven dots. A blue underline is visible under the password field.

4. Select the **Exchange** account type, if necessary.
5. Wait for it to retrieve account settings. It may not automatically retrieve the info – this is OK. Select **Manual Setup** and enter the following:
 - a. **Username:** redwater\your computer username (e.g. redwater\jdoe)
 - b. **Server:** owa.redwaterisd.org

A screenshot of the manual setup screen for an Exchange account. It shows three input fields: 'Username' with the value 'redwater\elentz', 'Password' with a masked password of seven dots, and 'Server' with the value 'owa.redwaterisd.org'. The 'Username' and 'Server' fields are highlighted with red rectangular boxes.

NOTE: You may need to scroll down to find the Server field.

6. Press **Continue** or **Ignore** through any identity verification questions.
7. Press **OK** to allow security access to your device, and **Activate** if asked to enable device security control.
8. **Uncheck Sync contacts from this account** – otherwise, every work contact will be on your phone. Touch **Next**.
9. Touch **Next** to accept the account name.