



**Technology Office**  
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# **How to Setup District E-mail on your Android**

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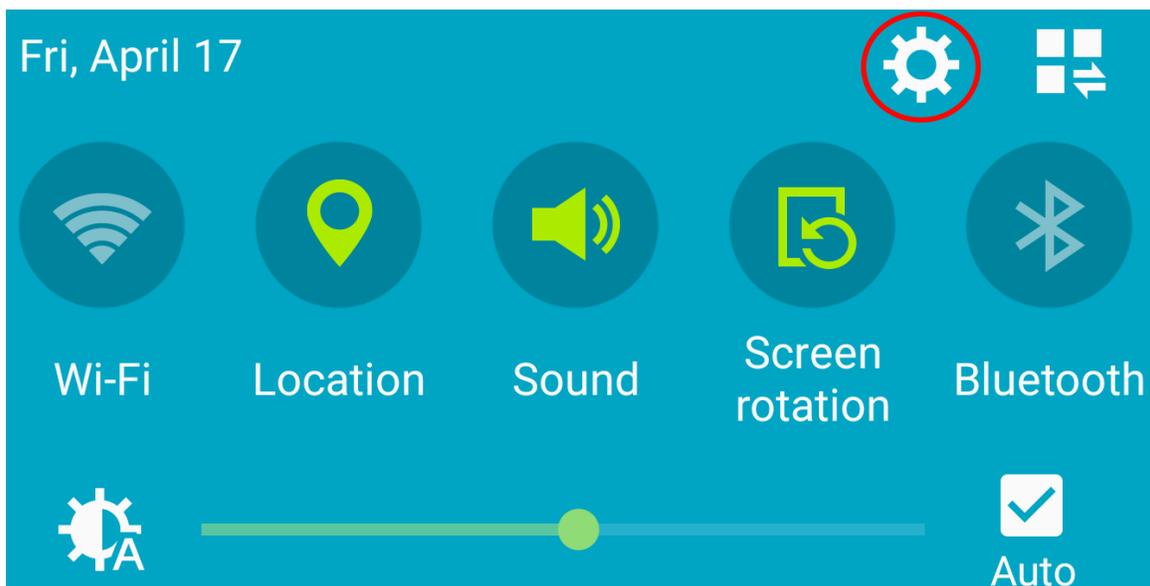
## 1. PURPOSE

The purpose of this document is to instruct staff members on how to setup their district e-mail on an Android smart phone.

**This guide was created using a Samsung Galaxy Note 4 on Lollipop v5.01. You may see major graphical differences if you are using an older version of Android, or a different phone manufacturer.**

## 2. INSTRUCTIONS

Locate the “**Settings**” button. This can generally be accomplished by bringing down the shortcut menu by swiping downward from the top of your phone.



You should see a menu that looks like the one above. Press on the **Gear/Settings** button.

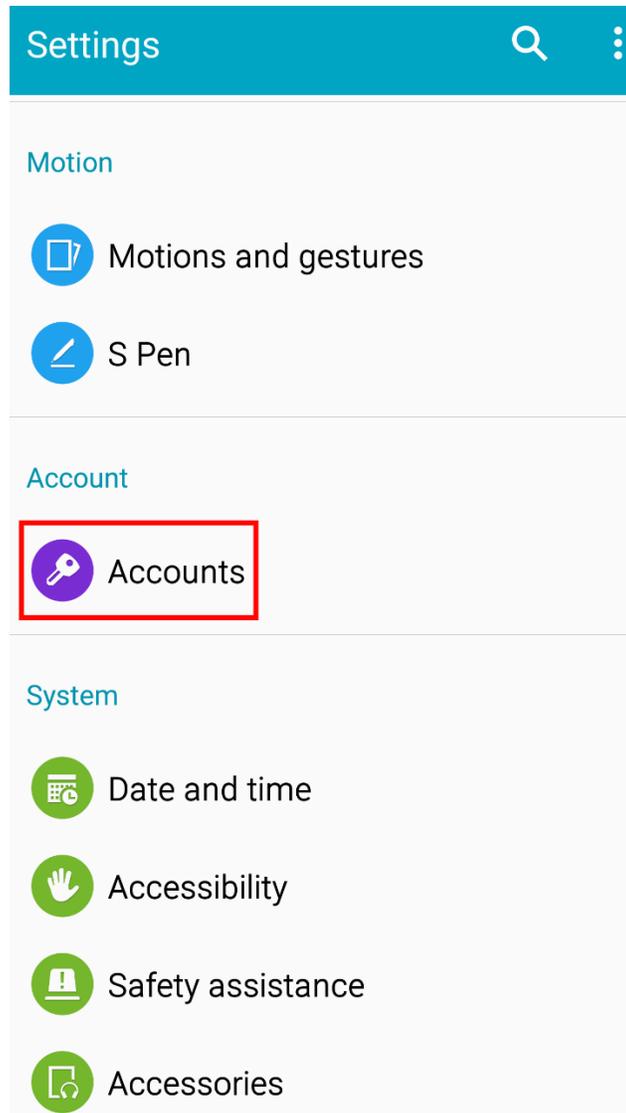


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At this moment, you will be in the **Settings** menu screen. Scroll down to the **“Account”** section. You should see this:



Press on the **“Accounts”** button to proceed.

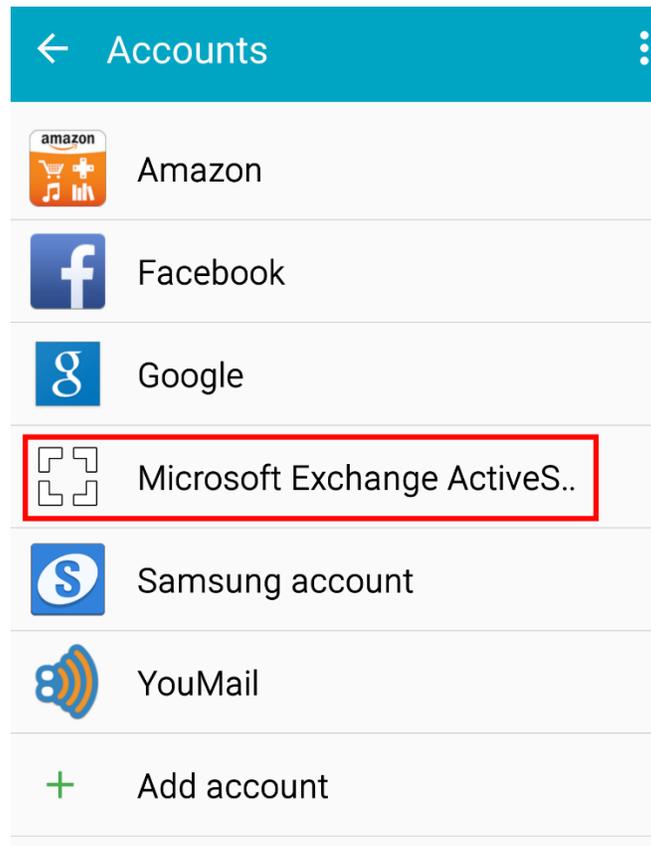


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Now you will see multiple types of **Accounts** that could be created and used on your Android smart phone. However, we are looking for one in particular called, **“Microsoft Exchange ActiveSync”**.



Locate this type of **Account**, and press it to proceed.



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The **Exchange ActiveSync** will now be at the top of your screen. There are two lines: one for your username, and password.

The username is your current e-mail address; not your login for your computer. However, the password is the same password that you use to log on to your computer.

Exchange ActiveSync

Configure Exchange account in a few steps.

first.last@christina.k12.de.us

.....

Show password

MANUAL SETUP    **NEXT** ➔

Once your e-mail address, and password have been entered then you are able to press the **Next** button.



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The phone will now attempt to contact the e-mail server. A security warning will appear on the screen.

**Security warning**

There are problems with the security certificate for this site.

The name of the site does not match the name on the certificate.

[VIEW](#)   [CANCEL](#)   [CONTINUE](#)

This is normal; please press the “**Continue**” button.

A new message will appear soon after this:

**Unable to set up account**

Unable to connect to server.

[OK](#)

Press the “**OK**” button to proceed.



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At this point, an **Exchange server settings** screen will appear. Leave the e-mail address, and password as is unless you made a spelling error.

← Exchange server settings

Email address  
first.last@christina.k12.de.us

Domain\username  
christinaw2k\name@christina.k12.de.us

Password  
.....

Show password

Exchange server  
outlook.office365.com

Use secure connection (SSL)

Use client certificate

NEXT ➔

The settings that need to be changed are the “**Domain/username**”, and “**Exchange server**”.

The **Domain\username** needs to be written exactly as shown except for the **username**; that needs to be replaced with your login that you use for Windows.

Last, is the **Exchange server** field. Please type in: **outlook.office365.com**

Now press on “**Done**” button at the bottom of your screen.

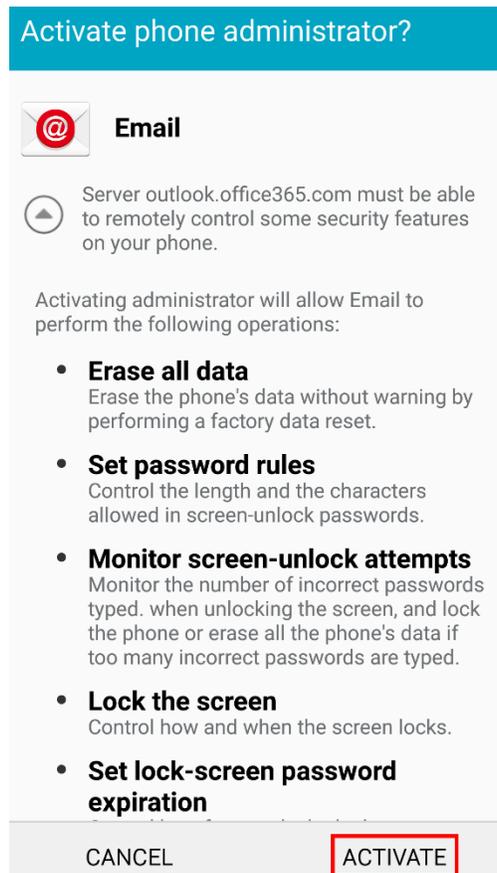


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If the settings were entered in correctly then you will see a new screen pop-up.  
(See below)



This message is explaining what will happen when you agree to have district e-mail on your phone. If you understand our security settings, then press on **“Activate”** at the bottom of the screen.

**DISCLAIMER:** Please be aware that if any information has been compromised or are informed of any suspicious activity, your phone can be confiscated/erased. Also, if the security lock code is entered ten times incorrectly, the phone will be erased completely.



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At this point, your e-mail has been setup. The screen below, displays the name for your account. You may change this to whatever you would like. However, it will default to your e-mail address. To exit out of the e-mail account setup, press “**Next**” at the bottom of the screen.

Email accounts

Your account is set up and is ready to send and receive emails.

[Give this account a name \(Optional\)](#)

First.last@christina.k12.de.us

NEXT ➔

If you have any questions, concerns, or difficulties; please contact Technology.