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.

![Settings button image]

You should see a menu that looks like the one above. Press on the Gear/Settings button.
At this moment, you will be in the **Settings** menu screen. Scroll down to the “**Account**” section. You should see this:

![Settings Menu](image)

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

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

Press the “OK” button to proceed.
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.

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.
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 email 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.
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

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