

Setting Up Your Email on a Droid Handheld

The Android phone operating system provides ActiveSync capabilities which can connect to your email and provide you access to your contacts and calendar as well. These directions only work if Relational Systems hosts your email. If you use a different email provider, these instructions will not work.

To set up your email account on your Droid phone:

1. Open the Settings app.
2. Choose **Accounts and Sync** then **Add Account**.
3. Choose **Microsoft Exchange ActiveSync** for the type of email. If you don't see this, you may first need to choose Email or Mail.
4. Type your email address and password then choose **Next**.

It will take a few minutes as the phone does its first attempt to set up the email.

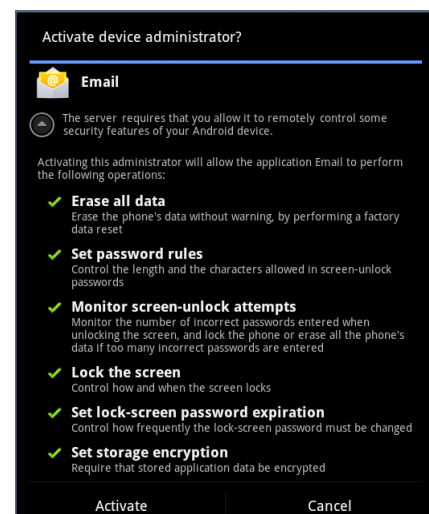
5. Enter the *exchange server settings* in the appropriate fields:
 - o Domain: AD
 - o Username: abcjdoe <- Replace ABC with your company's 3 letters
 - o Domain/Username: AD\abcjdoe
 - o Exchange Server: exchange.winsearch.com

Sometimes, domain and username are combined, other times, they are separate. Follow the style your phone uses.

Username is the 3 letter abbreviation for your company, the first letter of your first name and then your last name.

6. Select any check boxes with titles such as Use secure connection (SSL) and Accept all SSL certificates are checked. Leave any check boxes for Client Certificate empty.
7. Choose **Next**. After this second attempt, you may need to make further tweaks to the settings and choose **Next** again.
8. At this point, you may get other security prompts that you need to confirm.
9. Choose how the account works with settings for:
 - How many days of emails to sync
 - How far back to sync the calendar
 - Whether text messages show up in email (Synch SMS)
 - Other such settings for how the account is synchronized.

10. Choose **Next**.
11. Enter what you want this email account to be named (i.e. WinSearch, Work, etc.) then touch **Done**.
12. Do any necessary activation. You may immediately see an Activate Device Administrator window (see the one at the side for an example although yours may vary). If so, choose Activate to allow the security permissions and to have your email account on your phone. If you don't see it automatically, go to your notifications (by swiping down from the top) and see if any notification is awaiting your response.





You can also use other apps to work with your email account. While we do not provide directions for the other apps that you might use, they use the same settings that are listed above. If you have issues with those other apps, we can only provide limited assistance to resolve the problem that you are having.