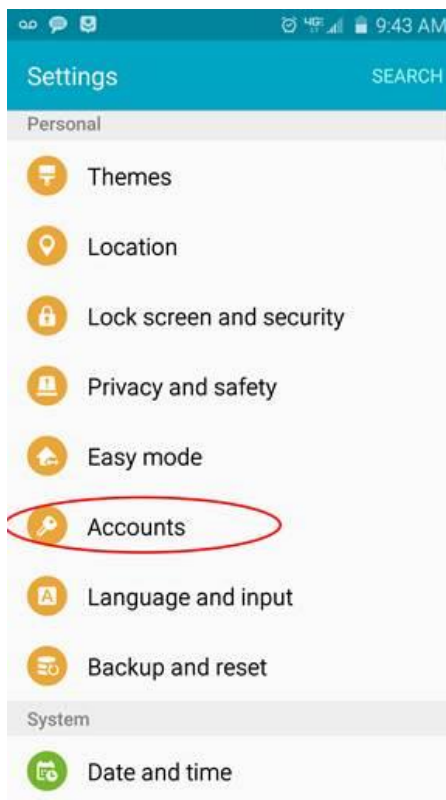


# Android Email Setup

Go to where all your programs are listed (screen with all the icons) and look for Settings (this is where you can change the features of the phone like ring tone and security, etc.).



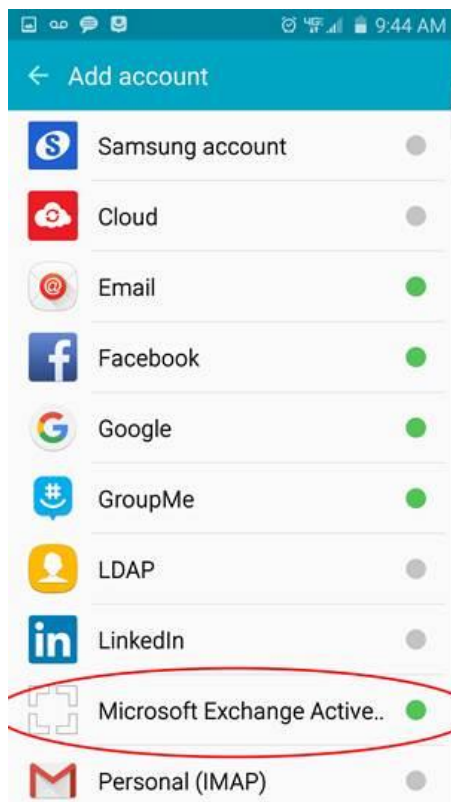
Once in settings look for Accounts (might even be called Accounts and Sync). Click on that.



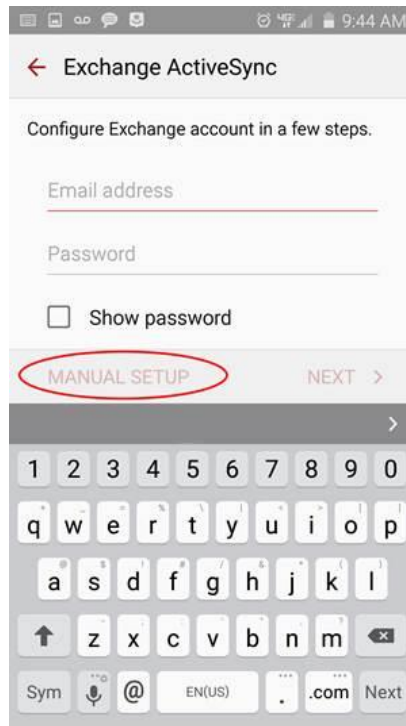
Here you should see other accounts already on your phone (gmail, facebook, etc.; note Microsoft Exchange should be gone from this list). Click on Add Account.



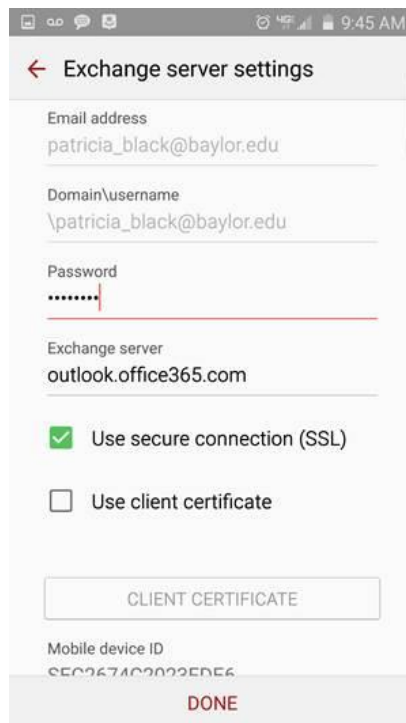
**VERY IMPORTANT....CHOOSE Microsoft Exchange Active**



Enter your full email address and current Bear\_Id Password, then select MANUAL setup



This will open a screen that looks like this:



Make sure your settings look like the example above and then click on Done. From this point choose the affirmative answer as prompted. Your email will be set up correctly now.

There should not be a port number. If you are prompted for a port number or if it populates a port number, there might be an issue with the setup process. Some devices will not connect to the server. If this is the case or if you have questions, please contact the Help Desk at 254-710-4357.