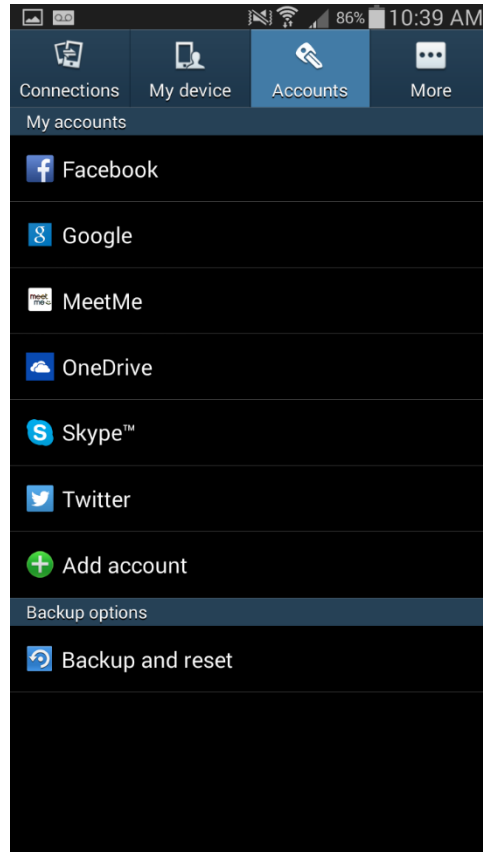
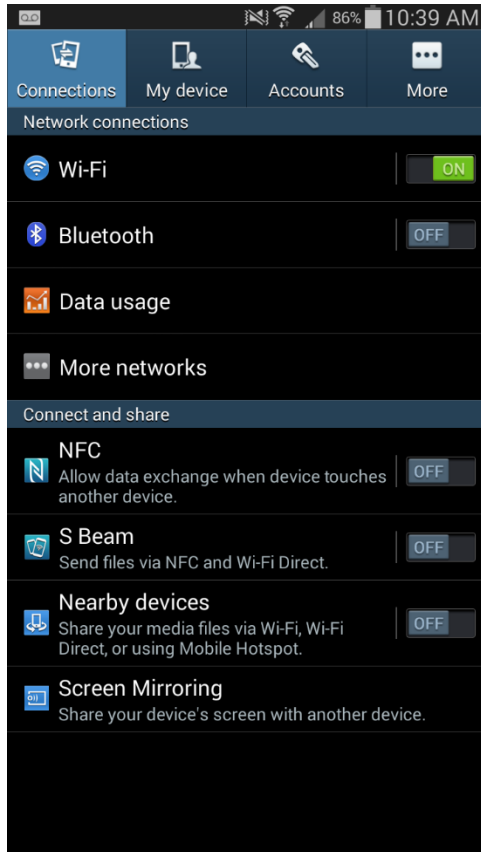


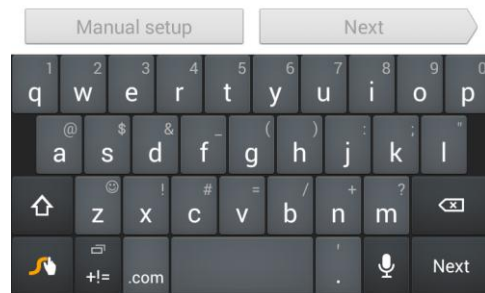
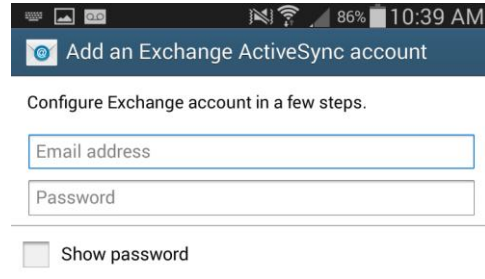
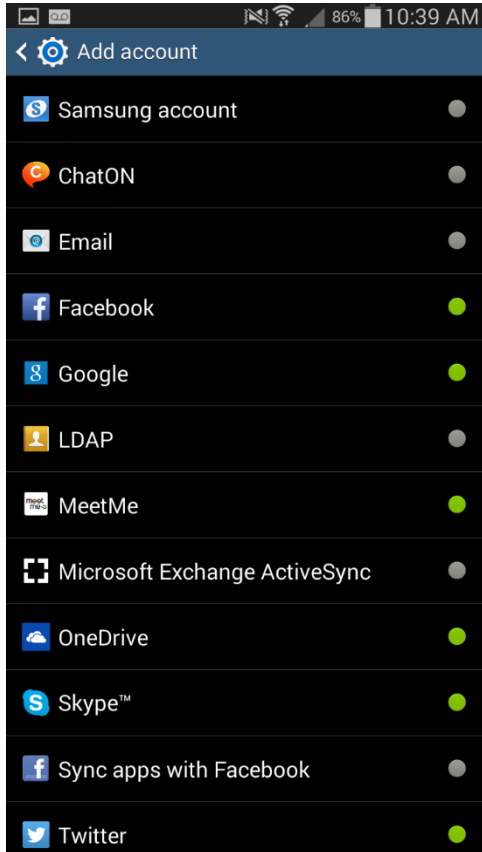
Samsung – Android Email Setup:

(Some variance in the appearance of the following screens between models can occur but the information needed should still be the same. The model used in this guide is a Samsung Mega)

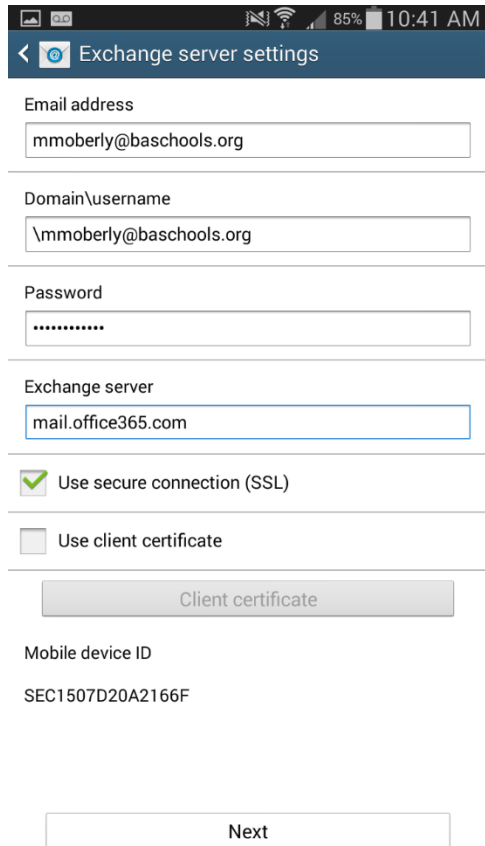
1. To add an Exchange account to your Samsung Android Device select “Settings” > “Accounts” > “Add Account”



2. In “Add Account” Select “Microsoft Exchange ActiveSync” and enter your email and Password (for Windows) and select “Next”:



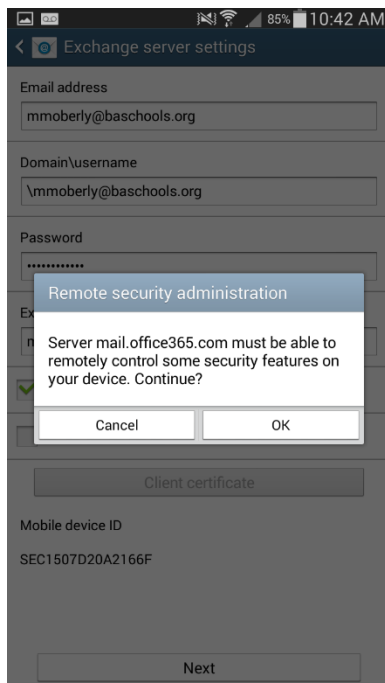
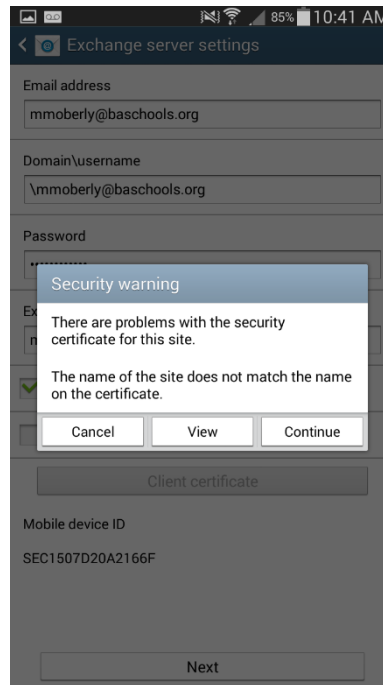
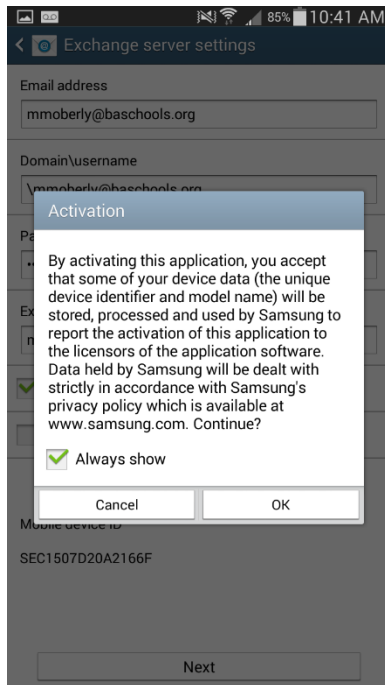
3. If the account does not automatically create please enter your information as seen below substituting your login information in place of “mmoberly@baschools.org” Making sure the “User Secure Connection” is checked but not “User client certificate” and select “Next” .:



The screenshot shows a mobile device screen with the status bar at the top displaying signal strength, Wi-Fi, 85% battery, and 10:41 AM. The app title is "Exchange server settings". The form contains the following fields and options:

- Email address: mmoberly@baschools.org
- Domain\username: \mmoberly@baschools.org
- Password: masked with dots
- Exchange server: mail.office365.com
- Use secure connection (SSL): checked with a green checkmark
- Use client certificate: unchecked
- Client certificate: a disabled button
- Mobile device ID: SEC1507D20A2166F
- Next: a button at the bottom

4. Select "Okay" when the "Activation" box pops up and select "Continue" if the "Security warning" box pops up and "OK" on the "Remote Security Administration" box:



5. In “Account Options” please make sure the following are checked and select “Next” and then “Activate” on the “Activate device administrator?” screen. –**Note: If “Sync Contacts” is checked it will attempt to sync email AND phone contacts.** Please only use this option if you wish for your phone lists to be edited/updated with work contacts.

✓ Successfully updated "MeetMe: Chat & Meet New People"

< Account options

Push

Peak schedule

Push

Emails retrieval size

50 KB

Period to sync Calendar

2 weeks

☒ Notify me when email arrives

☒ Sync Email

☐ Sync Contacts

☒ Sync Calendar

☒ Sync Task

☐ Sync Messages

☐ Automatically download attachments when connected to Wi-Fi

Next

Saving screenshot...

⚙️ Activate device administrator?

✉️ Email

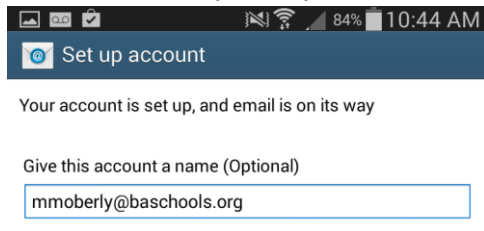
⬆️ Server mail.office365.com must be able to remotely control some security features on your device.

Activating administrator will allow Email to perform following operations.

- **Erase all data**
Erase the phone's data without warning by performing a factory data reset.
- **Set password rules**
Control the length and the characters allowed in screen-unlock passwords.
- **Monitor screen-unlock attempts**
Monitor the number of incorrect passwords typed, when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- **Lock the screen**
Control how and when the screen locks.
- **Set lock-screen password expiration**
Control how frequently the lock-screen password must be changed.
- **Set storage encryption**
Require that stored app data be encrypted.
- **Disable cameras**
Prevent use of all device cameras.
- **Disable features in keyguard**
Prevent use of some features in keyguard.
- **Set SD card encryption**
Require application on SD card be encrypted
- **Password recovery**
Allow password needed to unlock device to be recovered

Cancel | Activate

- When it is successfully setup you will be asked to name the account. The default will show your email address but you may choose "BAPS" or another name of your liking and select "Done":



Done

- Over the next several minutes your phone will continue to pull email from the server and after it is complete you should be able to use email normally on your Samsung Android device.