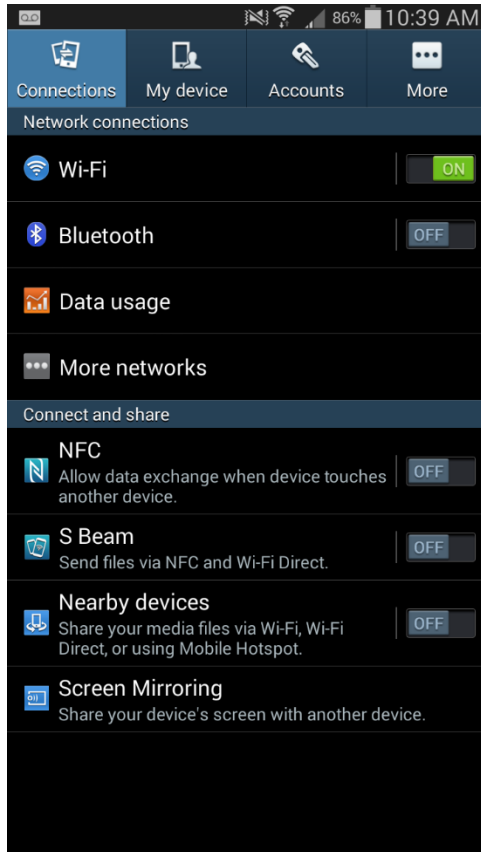# Samsung – Android Email Setup:

(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)
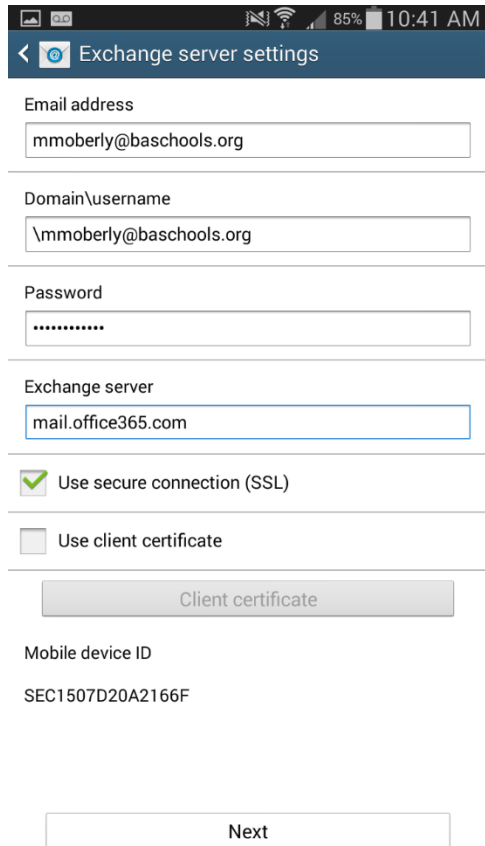
1. To add an Exchange account to your Samsung Android Device select "Settings" > "Accounts" > "Add Account"
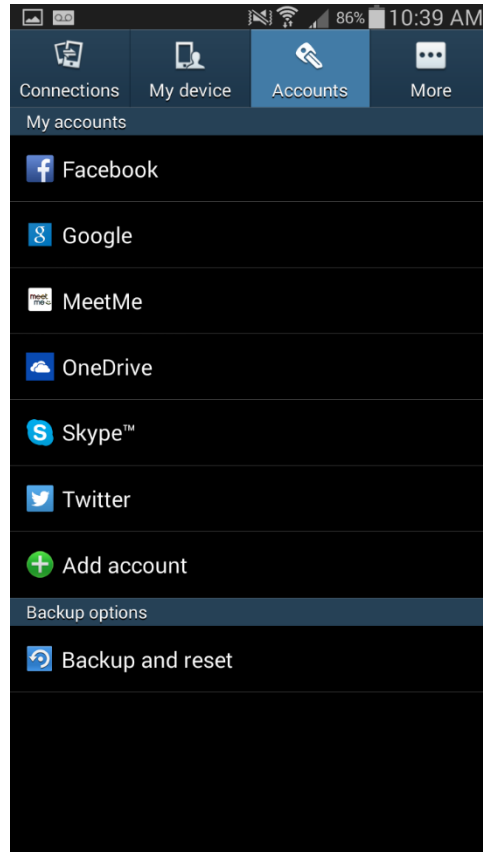
2. In "Add Account" Select "Microsoft Exchange ActiveSync" and enter your email and Password (for Windows) and select "Next":
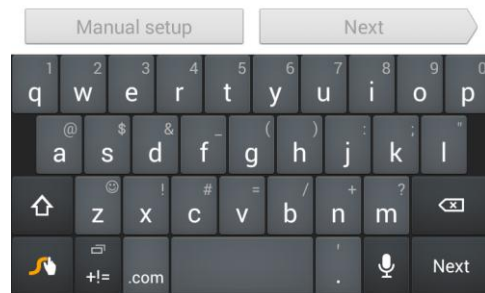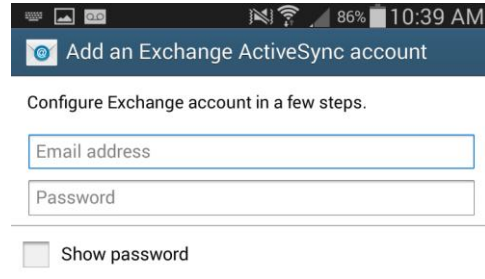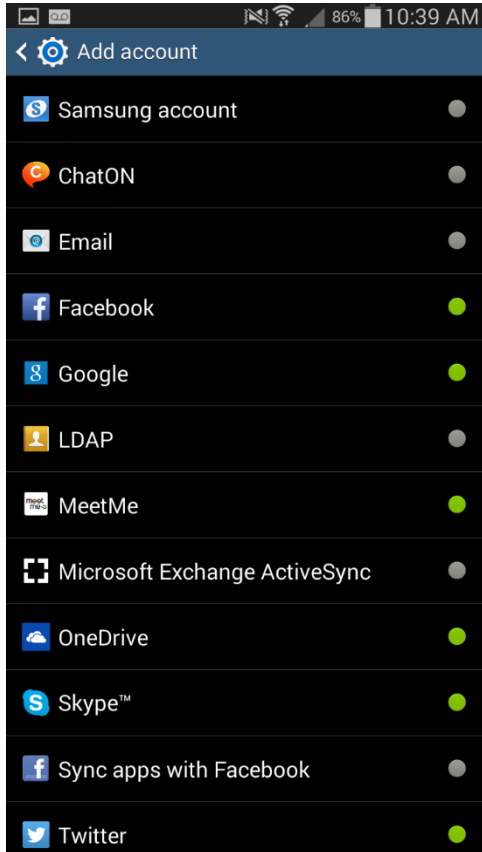
3. If the account does not automatically create please enter your information as seen below substituting your login information in place of "mmoberly@baschools.org" Making sure the "User Secure Connection" is checked but not "User client certificate" and select "Next".:

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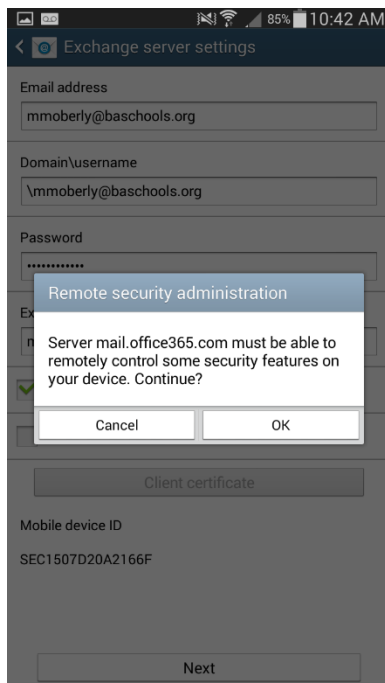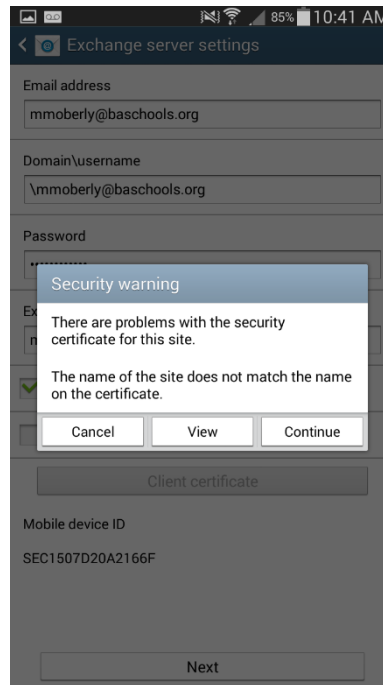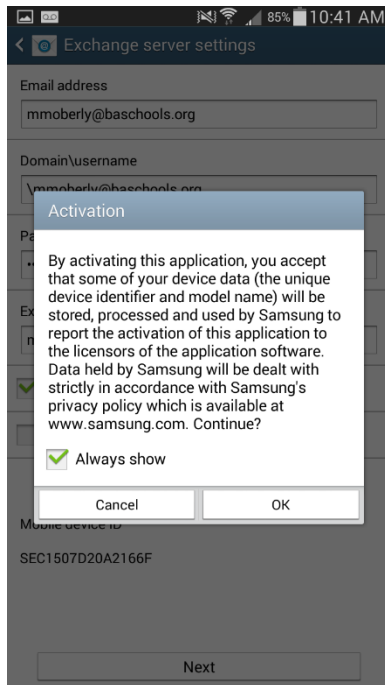
5. In "Account Options" please make sure the following are checked and select "Next" and then "Activate" on the "Activate device administrator?" screen. **–Note: If "Sync Contacts" is checked it will attempt to sync email AND phone contacts.** Please only use this option if you wish for your phone lists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

6. 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":
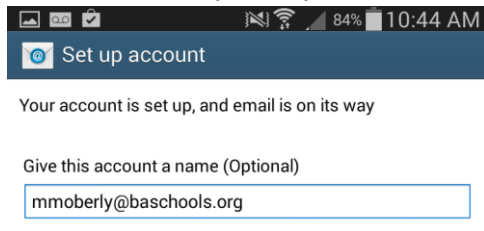
7. Over the next several minutes your phone will continue to pull email from the server and after it is complete you should be able to use email normally on your Samsung Android device.