

## Basic Mail Setup for Personal Phones on the Office Side (Android)

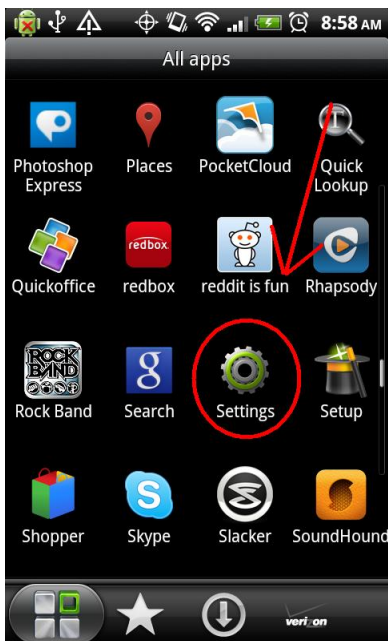
**NOTE:** This documentation was based off an HTC Thunderbolt with Android version 2.3.4 but should work with most similar smart phones.

Updated 02/15/2012 (BS)

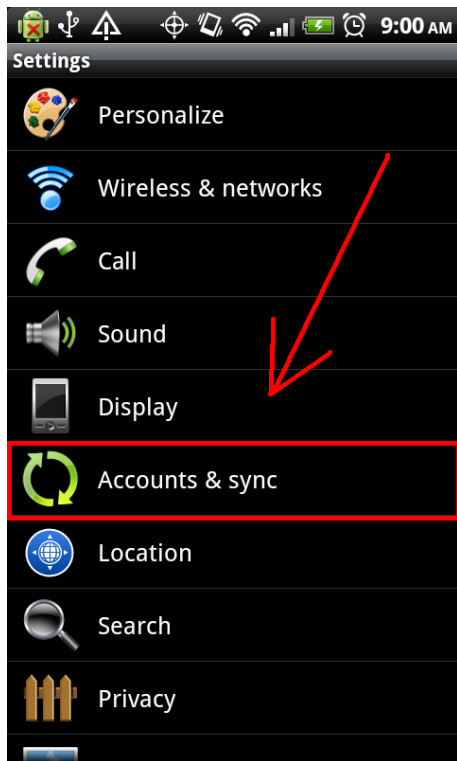
1. Select the *applications* button



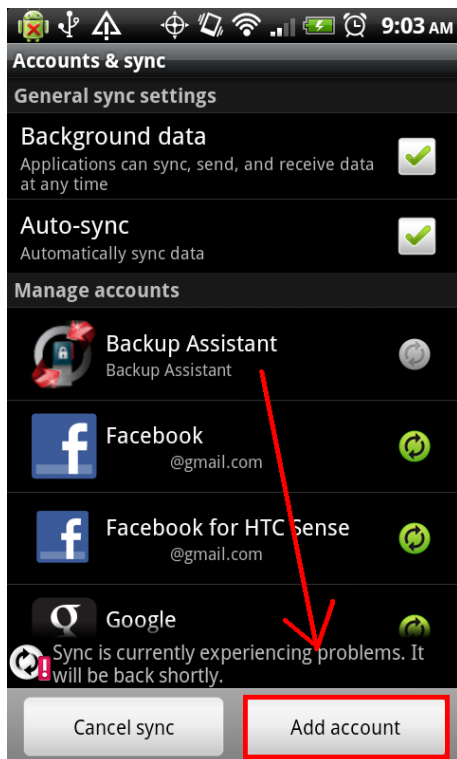
2. Find the *settings* application on the touch screen and select it. You may need to scroll down a bit



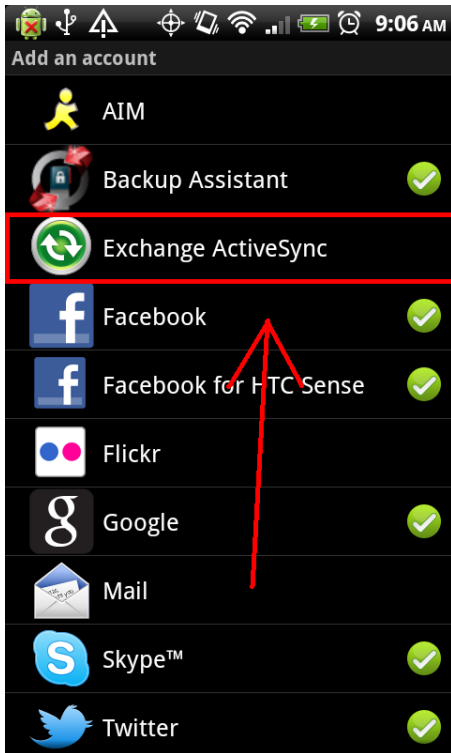
3. Navigate to the *Accounts & sync* option and select it



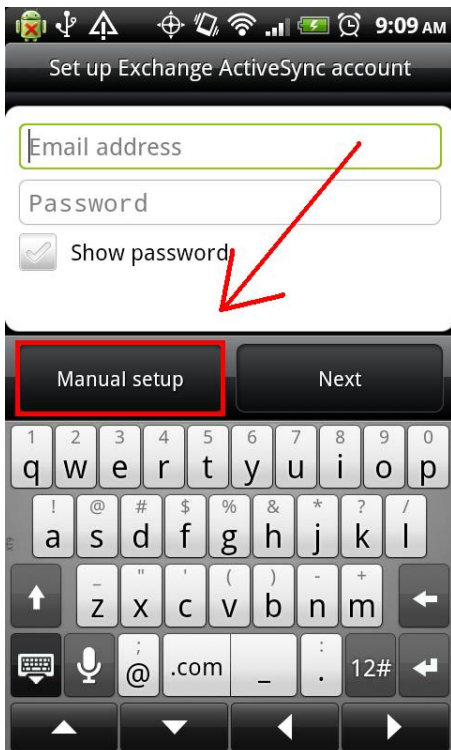
4. Pick the *Add account* option



5. Navigate to the *Exchange ActiveSync* or *Corporate Exchange* option and select it



6. Select the *Manual Setup* option



- a. Email address should be your office email address.  
Example: **bsommer@olympic.edu**
- b. Server address should be: **mail.olympic.edu**
- c. Domain should be **office**
- d. Your username should be your office side username.  
Example: **bsommer**
- e. Enter your password
- f. Make sure that the “this server requires an encrypted SSL connection” option is **CHECKED**
- g. Select *next*

Set up Exchange ActiveSync account

Email address  
bsommer@olympic.edu Example

Server address  
mail.olympic.edu

Domain  
office

Username  
bsommer Example

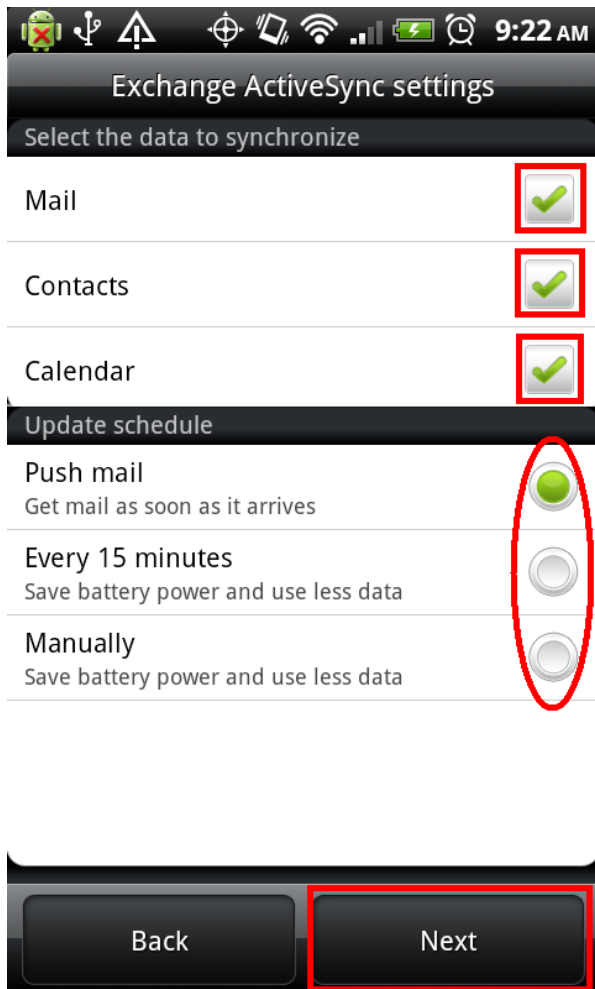
Password  
.....

This server requires an encrypted SSL connection

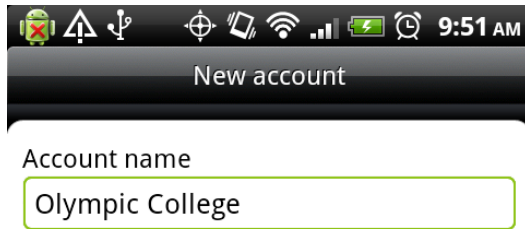
Back Next

7. Select what data you would like to synchronize and the Update schedule

- a. Data to sync
- If you would like your email to sync with your phone, make sure the **Mail** box is **checked**
  - If you would like your contacts to sync with your phone, make sure the **Contacts** box is **checked**
  - If you would like your calendar to sync with your phone, make sure the **Calendar** box is **checked**
- b. Update schedule
- If you would like your email as soon as it arrives, make sure the **Push mail** option is selected
  - If you would like your phone to check for email and notify you every 15 minutes, select the **Every 15 minutes** option
  - If you would not like your phone to tell you when you receive email and you would like to check for it yourself, make sure the **Manually** option is selected
- c. Select *next*



8. For account name, type in **Olympic College** and select *Finish setup*



9. After you select *Finish setup*, your phone will complete the setup process and start to sync. (Sync icon)



10. After it has completed the sync process is complete the sync icon will disappear. You should be able to access your email, calendar, and/or contacts now.