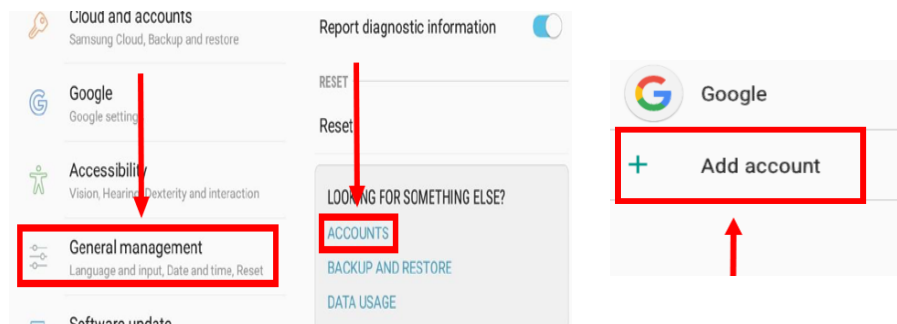## SETTING UP UHCL'S E-MAIL ON AN ANDROID DEVICE

This document is intended to be a self-help guide for setting up your Android phone to connect to the UHCL e-mail system; there is a separate guide for connecting to the UHCL wireless network.   Beyond this document, no further support is available.
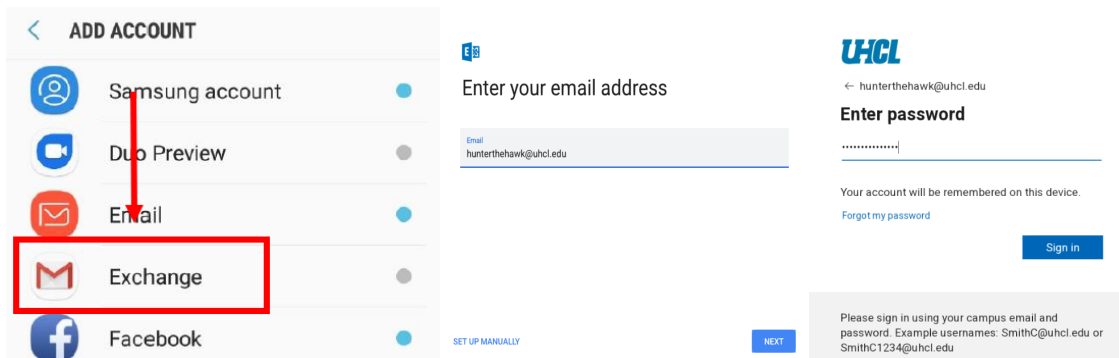
(ACCOUNT DELETION instructions are at the end of the document.)

You'll need to know your UHCL email information, including the email address and password.

1. *Touch Settings from the Android device.*
2. *Touch General Management.*
3. *Touch Accounts.*
4. *Touch Add Account.*

5. *Touch Exchange. (Very important to choose Exchange)*
6. *Type the e-mail and touch Next.*
7. *Type in your e-mail password, touch Next.*
8. *You will see it Verifying (if the e-mail or password is invalid, it will not verify).*
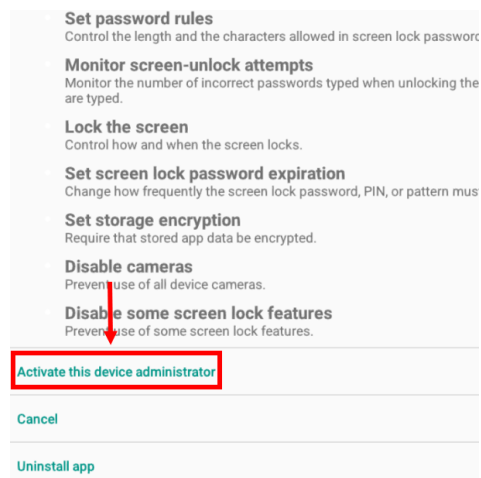
9. *Gmail will ask you for access to your device. Click Review Permissions.*
10. *Click Activate this device administrator.*
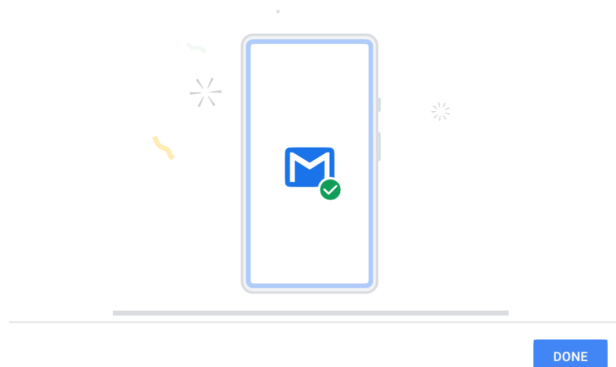
Gmail needs access to this phone

Your IT admin needs Gmail to access this phone. You'll need to review and approve permissions on the next screen.
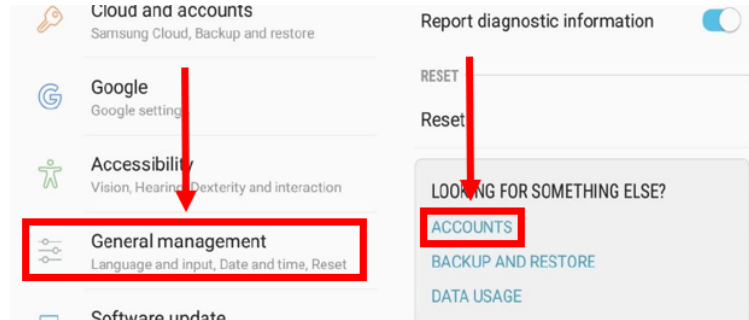
REVIEW PERMISSIONS

Set password rules
Control the length and the characters allowed in screen lock password

Monitor screen-unlock attempts
Monitor the number of incorrect passwords typed when unlocking the are typed.

Lock the screen
Control how and when the screen locks.

Set screen lock password expiration
Change how frequently the screen lock password, PIN, or pattern mus

Set storage encryption
Require that stored app data be encrypted.

Disable cameras
Prevent use of all device cameras.

Disable some screen lock features
Prevent use of some screen lock features.

Activate this device administrator

Cancel

Uninstall app

When finished, you should see this:
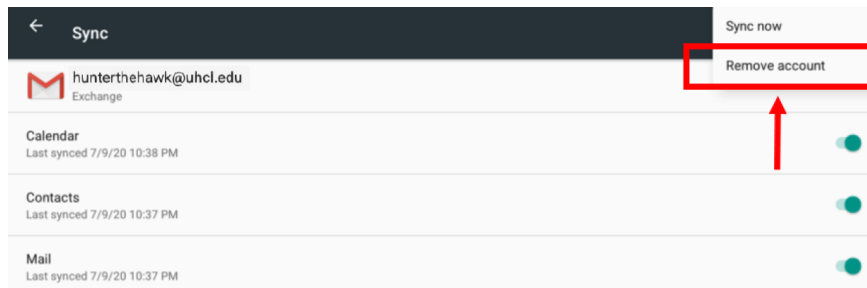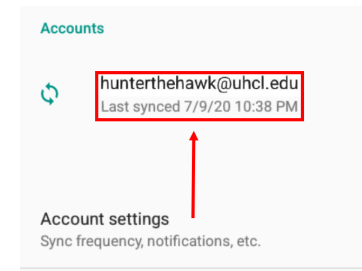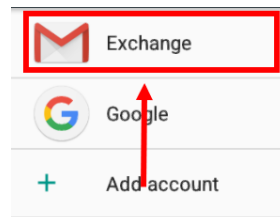
Your account is ready to go!

DONE

REMOVING UHCL'S E-MAIL ON AN ANDROID DEVICE

1. Touch Settings from the Android device.
2. Touch General Management.
3. Touch Accounts.

4. Touch Exchange, with your UHCL email address.

5. Touch the Settings on the following screen, then Remove Account..

7. Touch the Remove Account button on the next screen.

Your account should now be gone. Return to the top of this document if you need to add it again.