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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.

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G	Google Google setting	RESET	G Google	
ŵ	Accessibilit / Vision, Hearing Dexterity and interaction	LOOM NG FOR SOMETHING ELSE?	+ Add account	
φ¦φ ΙφΙ	General management	ACCOUNTS BACKUP AND RESTORE	1	
_	Software undate	DATA USAGE	_	

- 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).

< ADD ACCOUNT		8		LHCL
Samsung account	•	Enter your email address		← hunterthehawk@uhcl.edu Enter password
Duo Preview	٠	Email hunterthehawk@uhcl.edu		
Errail	•			Your account will be remembered on this device. Forgot my password
Exchange	•			Sign in
Facebook	•	SET UP MANUALLY	NEXT	Please sign in using your campus email and password. Example usernames: SmithC@uhcl.edu or SmithC1234@uhcl.edu

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- *9. Gmail will ask you for access to your device. Click Review Permissions.*
- 10. Click Activate this device administrator.

E 🔀

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.



	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 Preven <mark>t</mark> use of all device cameras.
	Disable some screen lock features Preventuse of some screen lock features.
Activat	te this device administrator
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Uninst	all ann

When finished, you should see this:

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Your account is ready to go!



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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.





← Sync	Sync now
M hunterthehawk@uhcl.edu	Remove account
Exchange	A
Calendar Last synced 7/9/20 10:38 PM	•
Contacts Last synced 7/9/20 10:37 PM	•
Mail Last synced 7/9/20 10:37 PM	۰

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