## 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.

You'll need to know your UHCL login information, including the domain, your user id, and password. When asked to input your user id, include the domain in the username field, separated from your UHCL user id by a backslash (\). The domain for all students is `pclab`*; for all faculty/staff it is* `uhcl`*. Any field which requests the domain can be left blank.*

Please note that UHCL uses Microsoft Exchange ActiveSync to provide e-mail access to your mobile device. Only one such account can be configured on your device at a time. If you use ActiveSync to connect to another e-mail account you will be unable to configure your device to connect to your UHCL e-mail account.

1. *Touch Settings from the Android device.*
2. *Touch General Management.*
3. *Touch Accounts.*
4. *Touch Add Account.*
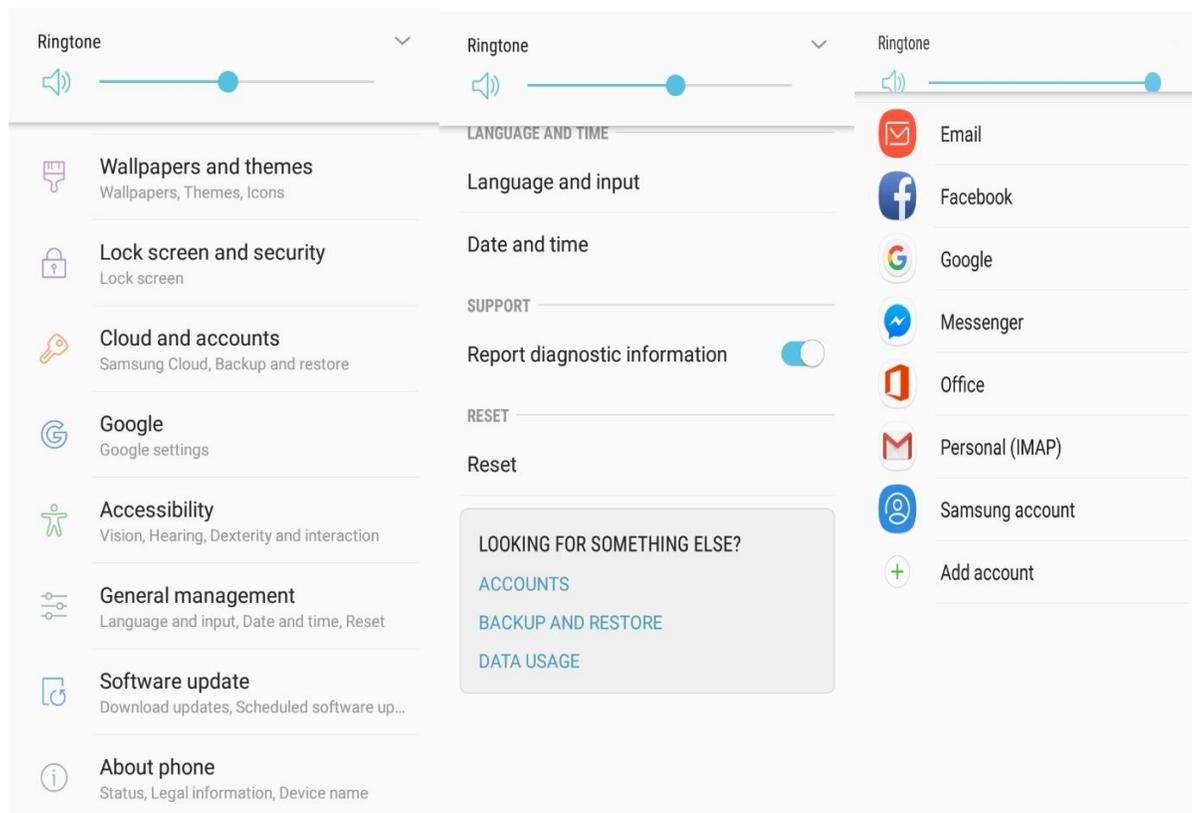
5. *Touch Exchange. (Very important to choose Exchange only)*
6. *Type the e-mail and description to set up, touch Next.*
7. *Type in your e-mail password, touch Next, you will see it Verifying (if the e-mail or password is invalid, it will not verify).*
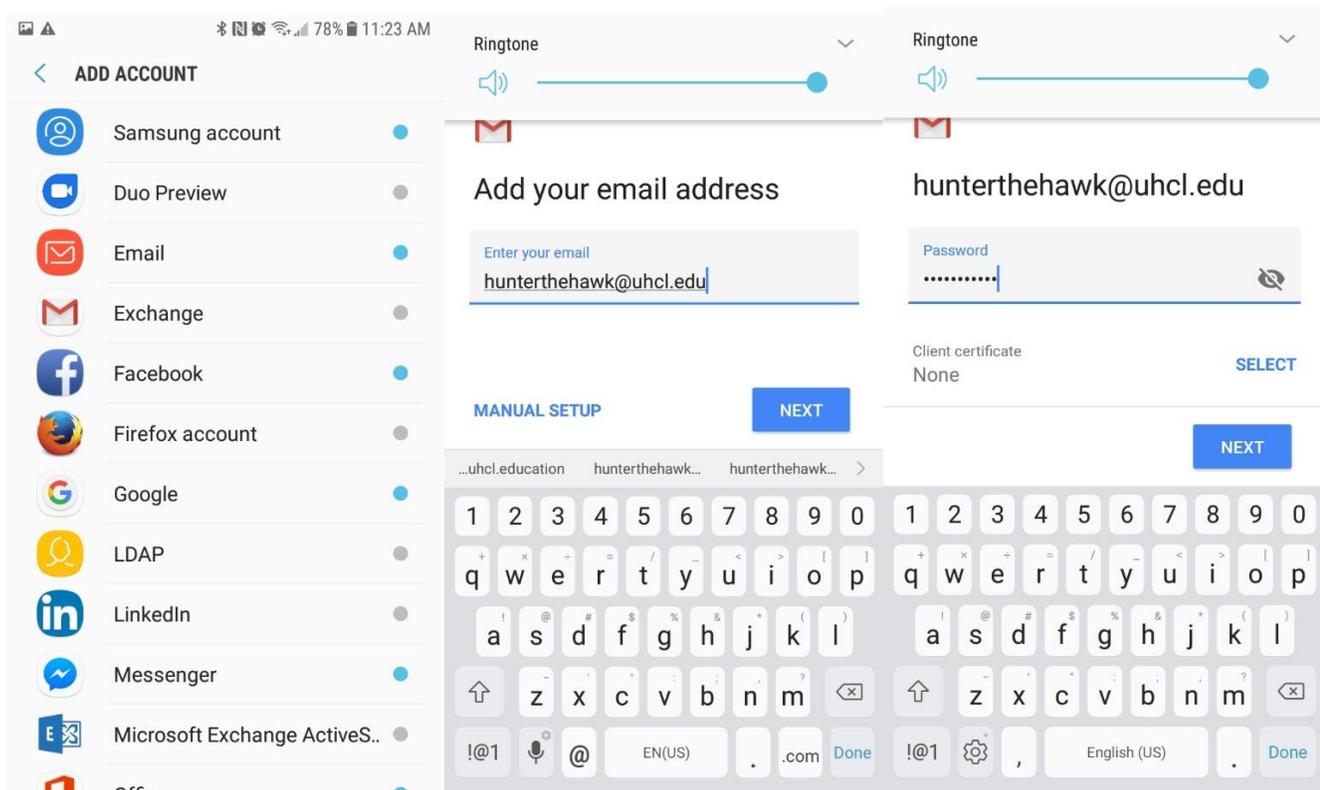
8. *The next screen you see, will want you to put in the Server and Domain information. Server is webmail.uhcl.edu and Domain is either pclab (student) or uhcl (staff/faculty). Touch Save.*
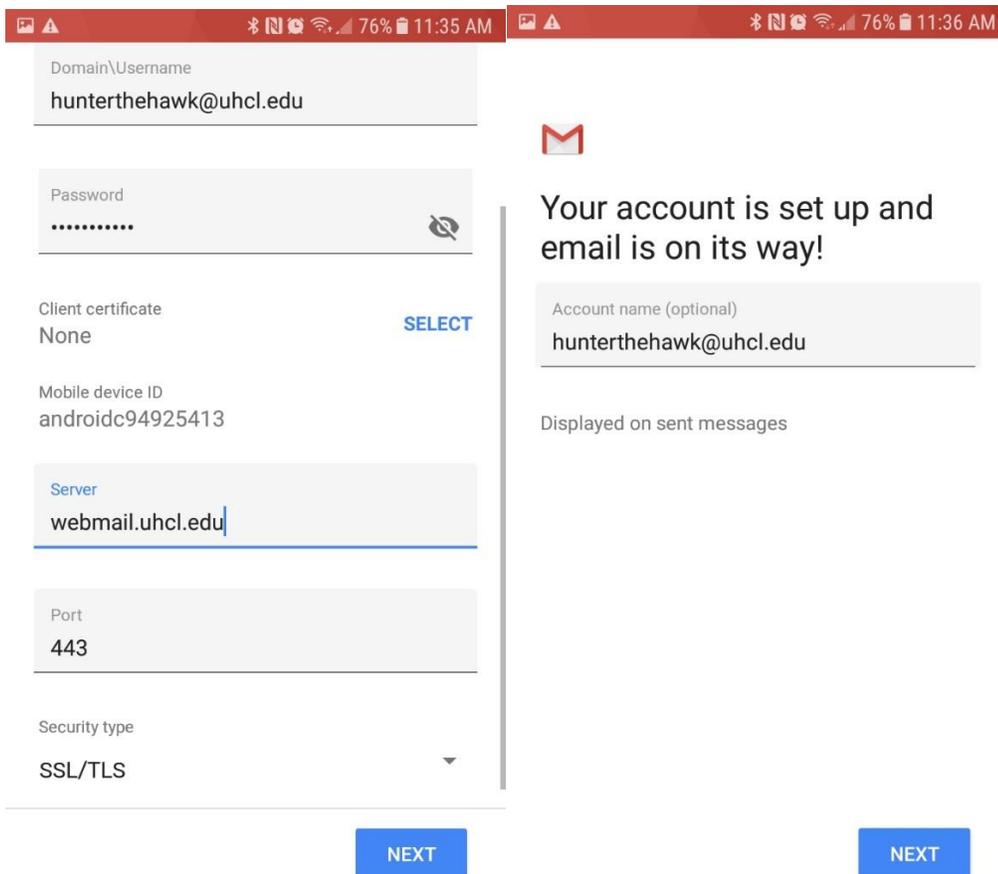
9. *Review settings and touch Done.*
10. *You will be presented with the Exchange Acct screen with Mail, Contacts, Calendars, and Reminders, touch Save. Toggle these settings on/off as needed.*