Setting up your Android for UHCL’s E-Mail

This document is intended to be a self-help guide for setting up your Android 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 UserID, and password. When asked to input your UserID, include the domain in the username field, separated from your UHCL UserID 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.

Example: pclab\userid

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. Go to Settings on your android phone. NOTE: There are several ways to get to the next step, so the word "find" is utilized for step 2.

2. Find and select Add Account or Account and Sync. Depending on the version of your phone’s android operating system, it could be found under Accounts or a different name.

3. Select Microsoft Exchange Active Sync or Corporate. Click Next
5. Enter all relevant information:
Exchange server is webmail.uhcl.edu
The checkbox beside "Use Secure Connection (SSL)" should be checked. Click Next

6. A pop-up box that says "Checking Incoming Server Settings..." should appear and when
the settings are found to be acceptable, the "Remote Security Administration" box should
appear. Click OK.

7. Modify the settings of account options according to your preference.

8. It is optional if you want to give this account a name (example: UHCL Email). Select Done.

Your emails will now sync to your Android phone!

You may configure additional settings, such as syncing your calendar or contacts and the number of
mail days you wish to synch.