



University Computing & Telecommunications Set Up UHCL E-Mail on an Android Device: How To/Self-Help Guide.

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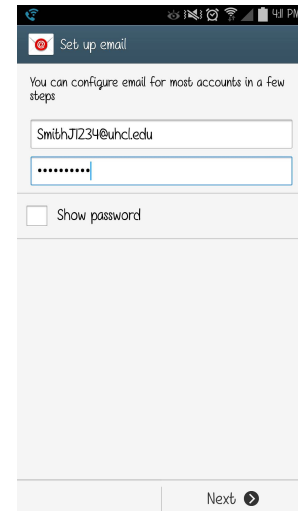
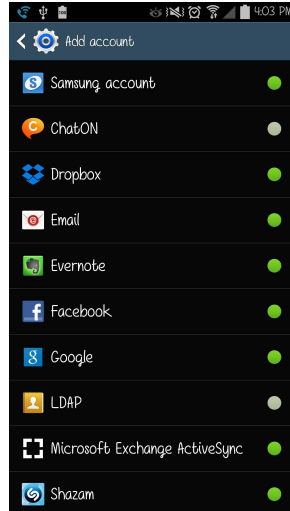
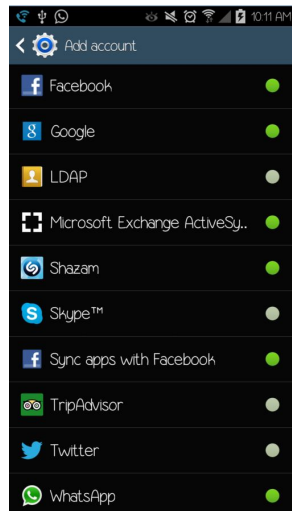
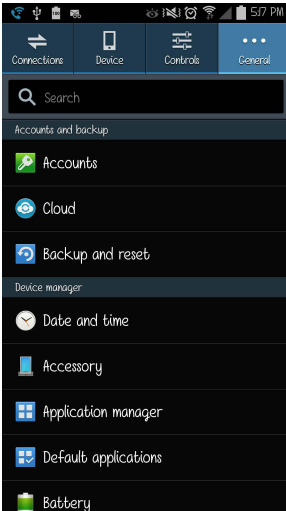
Setting up your Android for UHCL's E-Mail

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 user id, and password. When asked to input your user id, include the domain in the username filed, 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.

Example: [pclab\user id](#)

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.

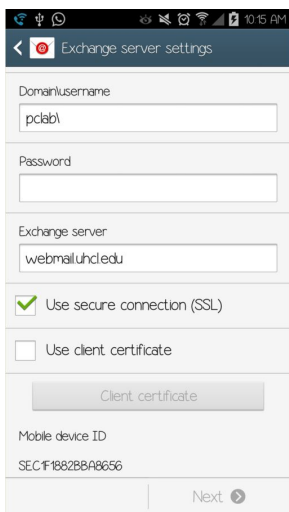


1. Go to **Settings** on your android phone. NOTE: There are several ways to get to the next step, so the word "find" is utilized for step 2.
2. Find and select **Add Account** or **Account and Synch**. Depending on the version of your phone's android operating system, it could be found under **Accounts** or a different name.
3. Select **Microsoft Exchange Active Synch** or **Corporate**. Click **Next**
4. Enter your UHCL email address and password. Click **Next**

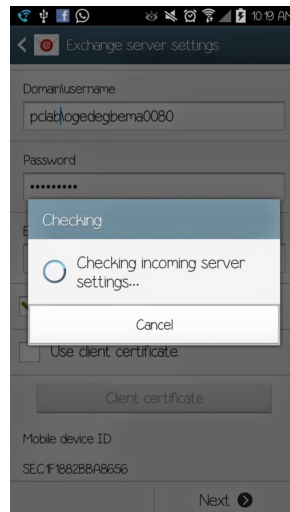


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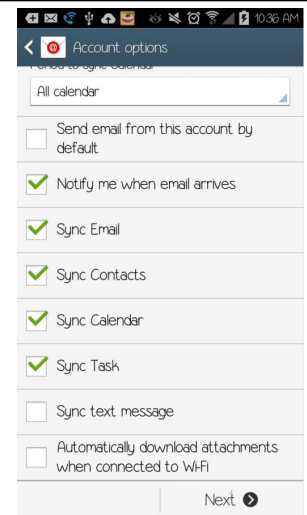
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5. Enter all relevant information accordingly; Exchange server is webmail.uhcl.edu The checkbox beside "Use Secure Connection (SSL)" should be checked; Click Next

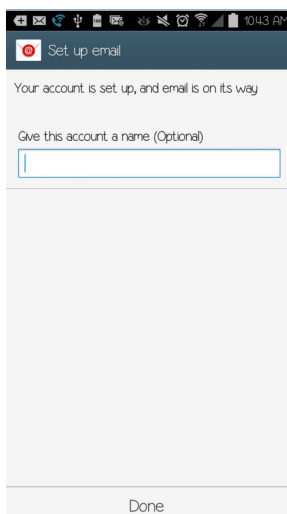


6. A pop-up box that says "Checking Incoming Server Settings..." should appear and when the settings are found to be acceptable, the "Remote Security Administration" box should appear. Click OK.



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

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



7. 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!