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.
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.
6. 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.