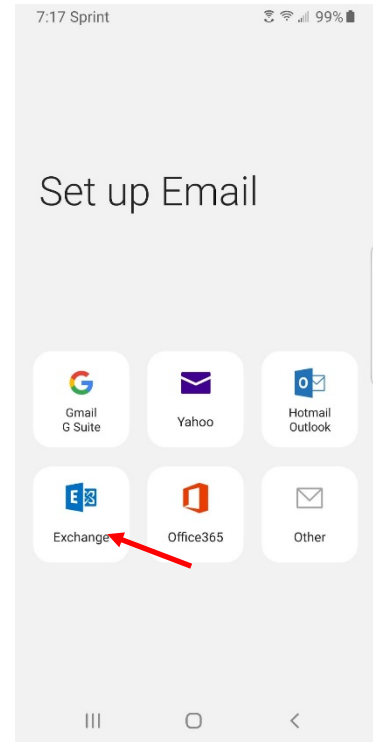


How to Add District E-mail to your Android Phone

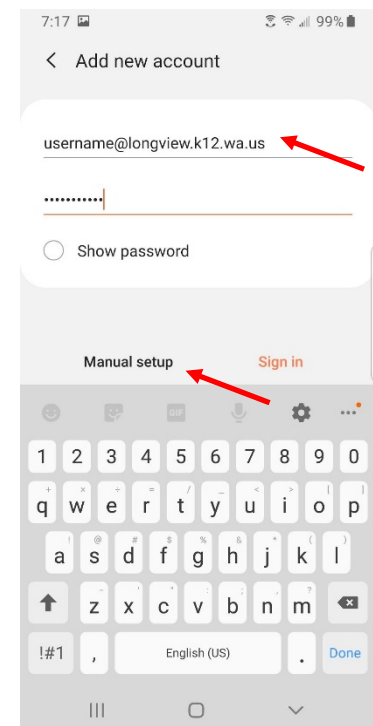
Step 1: Open the **Android E-mail** app

- a. Note: If personal email is already set up in the E-mail app then you may need to follow these steps to get to step 2.
 - A. Tap the hamburger menu at the top left. ☰
 - B. Tap the settings icon. ⚙️

Step 2: Select **Exchange**



Step 3: Enter your **Full E-Mail address** (@longview.k12.wa.us) then select **Manual setup**

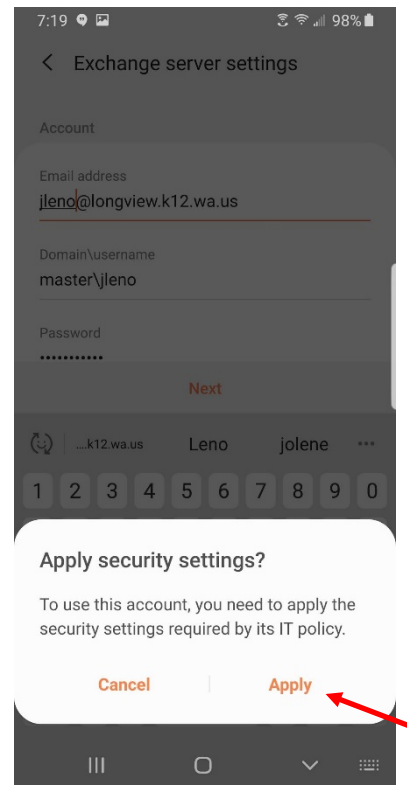
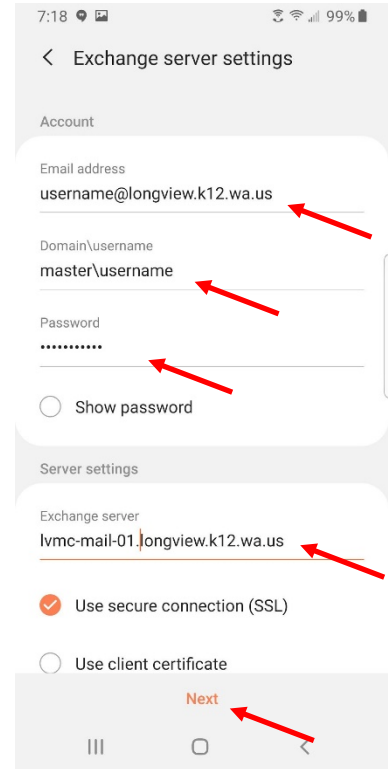


Step 4: Enter this information:

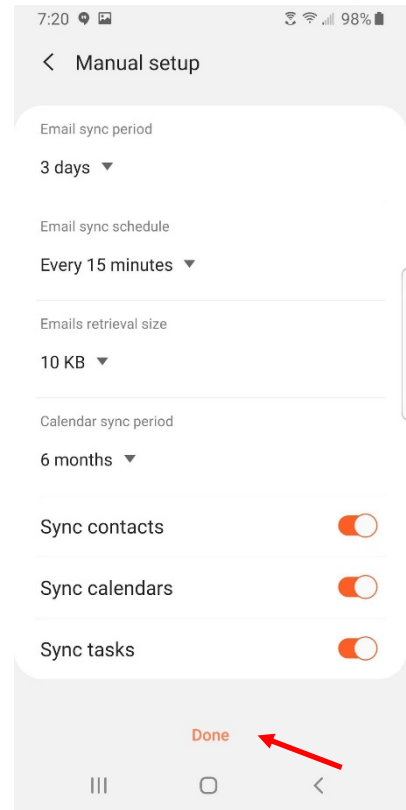
- b. **Domain\Username:** master\”Your Username” e.g. **jdoe**
- c. **Password:** The password you use to log into your **computer at work**
- d. **Exchange Server:** **lvmc-mail-01.longview.k12.wa.us**
- e. Leave Use secure Connection (SSL) checked

Step 5: Select **Next** at the bottom of the screen

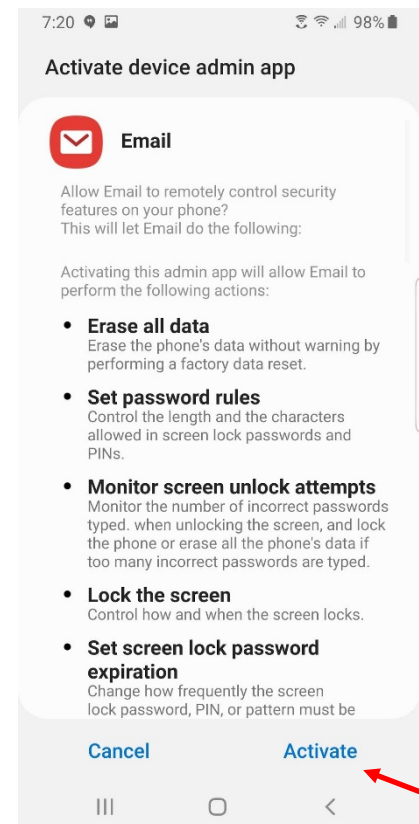
Step 6: Tap **Apply** to apply the security settings



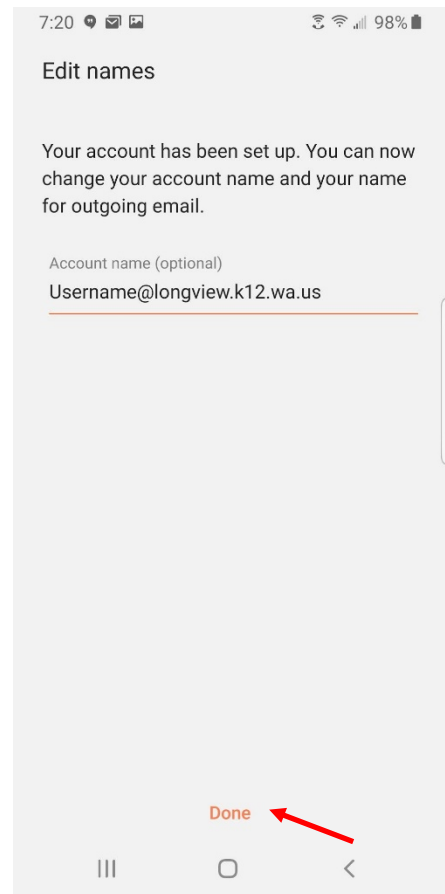
Step 7: Adjust synchronization preferences to your liking, then press **Done**



Step 8: Tap **Activate** to engage the security settings and complete the setup



Step 9: Enter a descriptive name for the account, and then tap **Done**



Returning to your E-Mail app you will begin to see district populating on your device*. Mail sent to your district account will synchronize automatically as it is received in your mailbox.

*It may take a bit for email to start populating, and then a few minutes for them to fully populate.

If you find you are having difficulty completing the process please contact footprints@longview.k12.wa.us