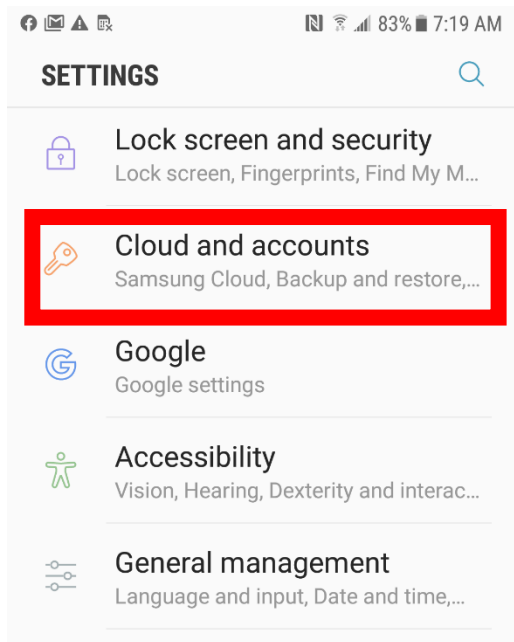
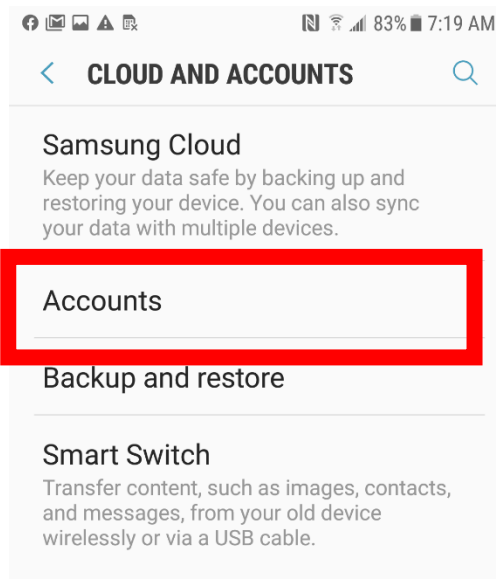


How to Set-up FCS Microsoft Email on your Android

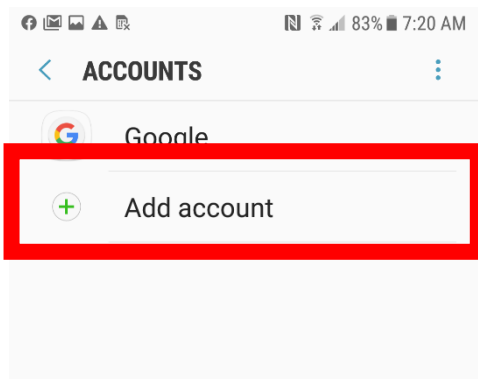
1. Go to **Settings**. Open **Cloud & Accounts**



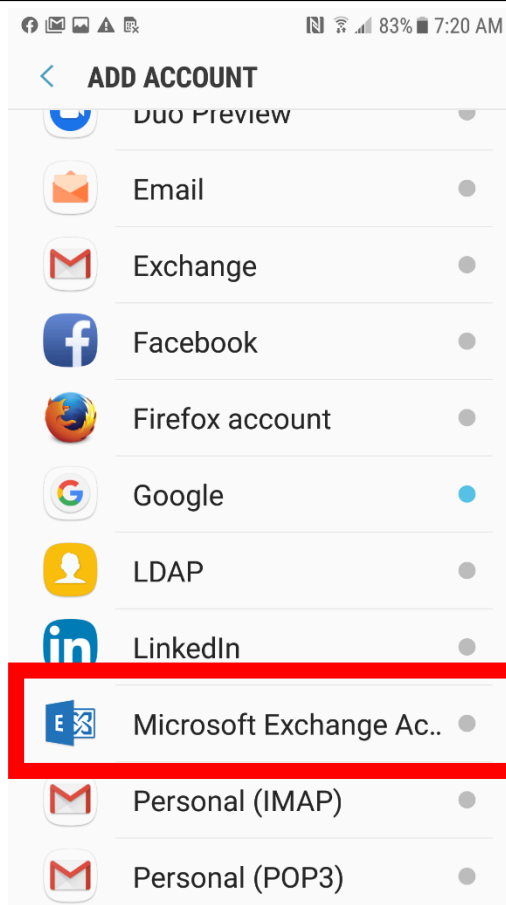
2. Select **Accounts**



3. Choose **Add Account**



4. Choose **Microsoft Exchange**



5. Enter studentid@fcstu.org and your unique password.

EXCHANGE ACTIVESYNC

studentid@fcstu.org

Password

Show password

MANUAL SETUP SIGN IN

7. Select options for your account & choose **NEXT**.

MANUAL SETUP

Period to sync Email
3 days

Sync schedule
Auto (when received)

Emails retrieval size
50 KB

Period to sync Calendar
2 weeks

Notify me when email arrives

Sync Contacts

Sync Calendar

Sync Task

NEXT

6. Choose **OK** to activate email.

EXCHANGE SERVER SETTINGS

ACCOUNT

Activate Email

By activating this app, you accept that some of your data (for example, the unique device identifier, model name, and server IT policies) will be stored, processed, and used by Samsung to enhance Samsung services, compile statistics, and report the activation of this app to the licensors of this app software. This app can access your contacts, calendars, and messages to sync data. Data held by Samsung will be dealt with strictly in accordance with Samsung's Privacy Policy which is available at <https://account.samsung.com/membership/pp>.

CANCEL OK

CLIENT CERTIFICATE

NEXT

8. Change account name or leave as email address.

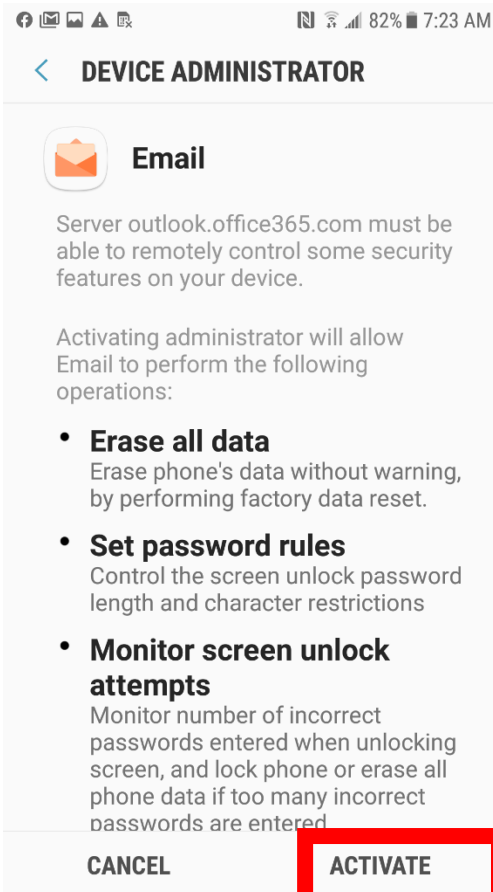
EDIT NAMES

Your account has been set up. You can now change your account name and your name for outgoing email.

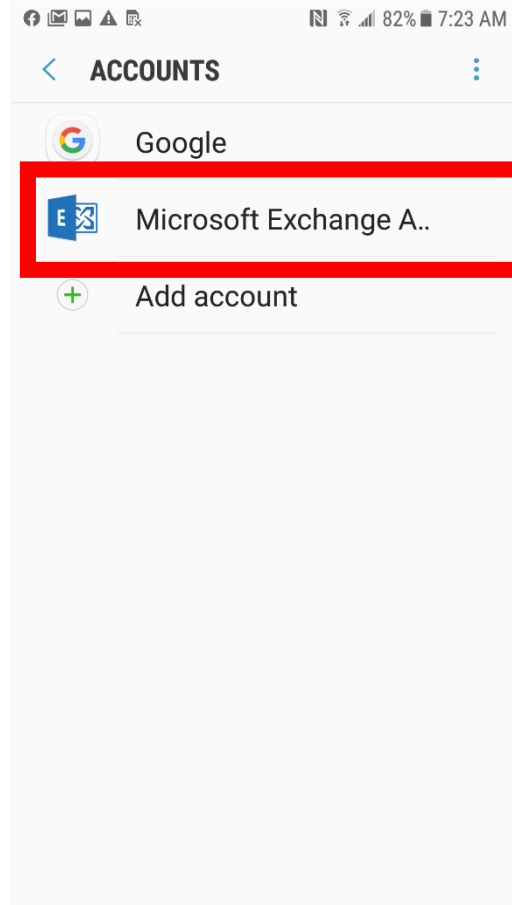
Account name (optional)
Studentid@fcstu.org

DONE

9. Choose **Activate**



10. This is your new account.



11. Open your phone Email app to check your school email.

