



Collier County Public Schools

Student Email Access for Android Devices

Acceptable Use:

- Two-way communication between teacher and student and/or School and Student
- Students are allowed to email themselves as well as school staff members
- Email accounts are to be used for educational purposes **ONLY**



How to Sync School Email to personal Device

Android Device:

1. From the **Applications** menu, select **Email**.
This application may be named "**Mail**" on some versions of Android.
2. Type your full email address, **User id (student #)@stu.collierschools.com**, and your **Network Password**, and then select **Next**.
3. Select **Exchange Account**. This option may be names **Exchange ActiveSync** on some versions of Android.
4. Enter the following account information and select **Next**.

Server	webmail.collierschools.com
Domain/Username	prod.ccps.loc/ User id (student #)
Username	Your Network Username (student #)
Password	Your Network Password

5. As soon as your phone verifies the server settings, the **Account Options** screen displays the options available depend on the version of Android on your device. The options may include the following:
 - a. **Email checking frequency:** The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. We recommend only selecting this option if you have unlimited data plans.
 - b. **Account to Synchronize:** This is the amount of mail you want to keep on your mobile device. You can choose from several length options, including One day, Three days, and One Week.
 - c. **Notify me when email arrives:** If you select this option, your mobile phone will notify you when you receive new email message.
 - d. **Sync contacts from this account:** If you select this option, your contacts will be synchronized between your phone and your account.
6. Select **Next** and then type a name for this account (School email) and the name you want displayed when you send emails to staff members (First and Last name). Select **Done** to complete the email setup and start using your account.