

Syncing your Outlook Email Account to your Android Edge 7 S

Note: Before you begin, secure all required account settings information such as username, password, exchange server, and the like. Please contact the Exchange Server administrator or network administrator of your company to ensure you have the correct information. If you have everything ready, then you may start right away with these steps:

1. Tap **Apps** from Home.
2. Tap **Settings**.
3. Tap **Accounts**.
4. Tap **Add account**.
5. Select **Microsoft Exchange ActiveSync**.
6. Enter the **email address** (????@collierschools.com) and **password** for your work email on their designated fields.
7. Tap **Manual setup**.
8. Enter all necessary information for your email account settings such as the *domain name\username* (prod\????), *password*, *exchange servers* (webmail.collierschools.com), and the like.
9. Follow the onscreen instructions to configure more options for the account.
10. Specify an account name as well as a display name (signature) for your outgoing mails.
11. Tap **Done** to complete the setup process.

Note: Is it recommended that you do not sync your contacts.