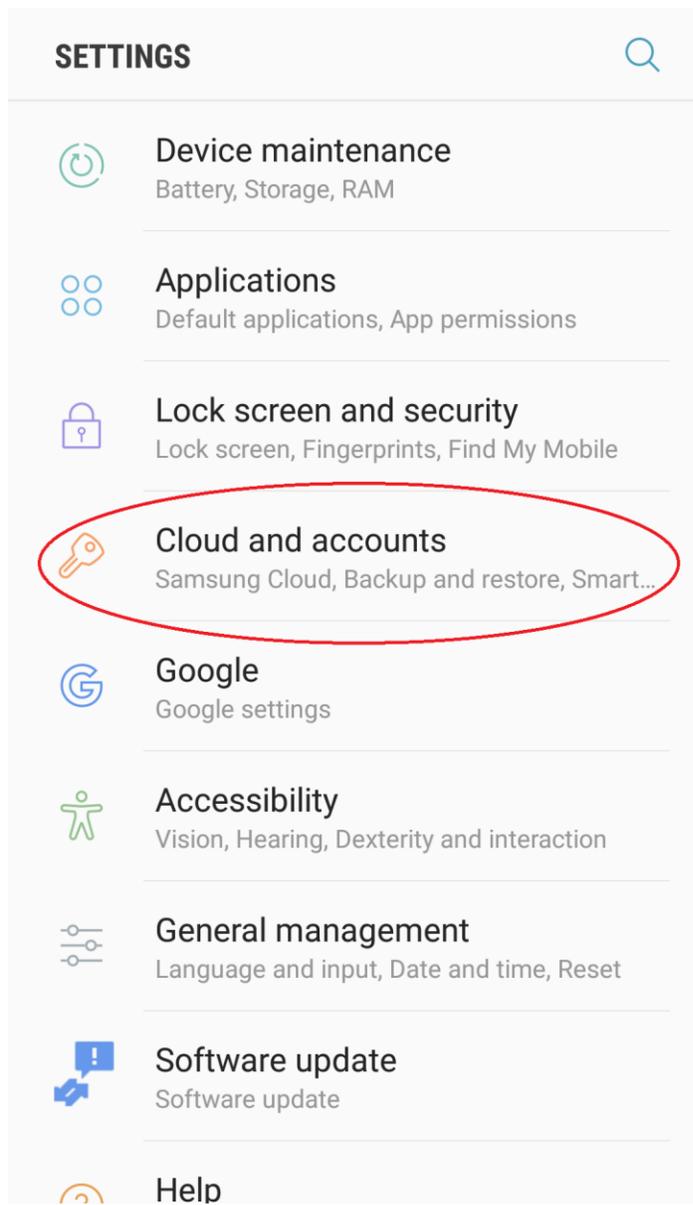


Syncing your McKendree Email to an Android Device

There are many different phones running various versions of the Android operating system, and each phone has its own interface. It would be impossible to provide specific step-by-step directions for each mobile device. However, each step should be very similar to the ones listed. These instructions are based on Android 7.0 Nougat running on a Samsung TouchWiz interface.

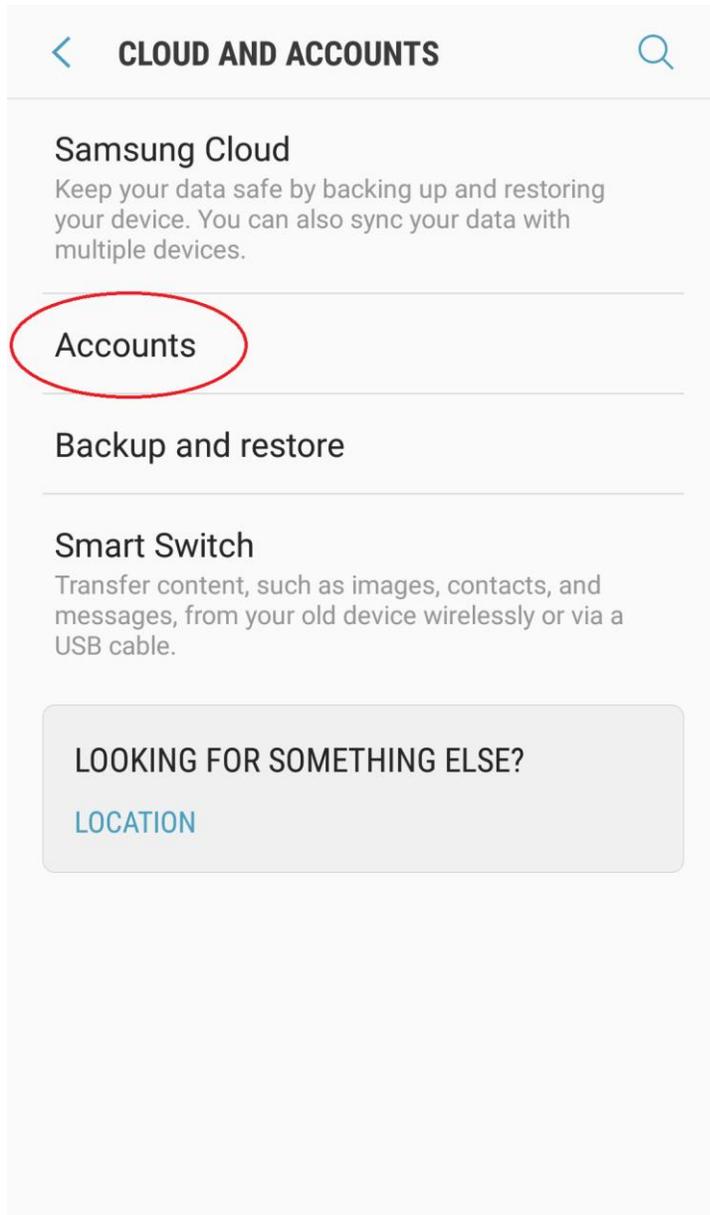
Step 1:

Go to the settings and select **Cloud and accounts**



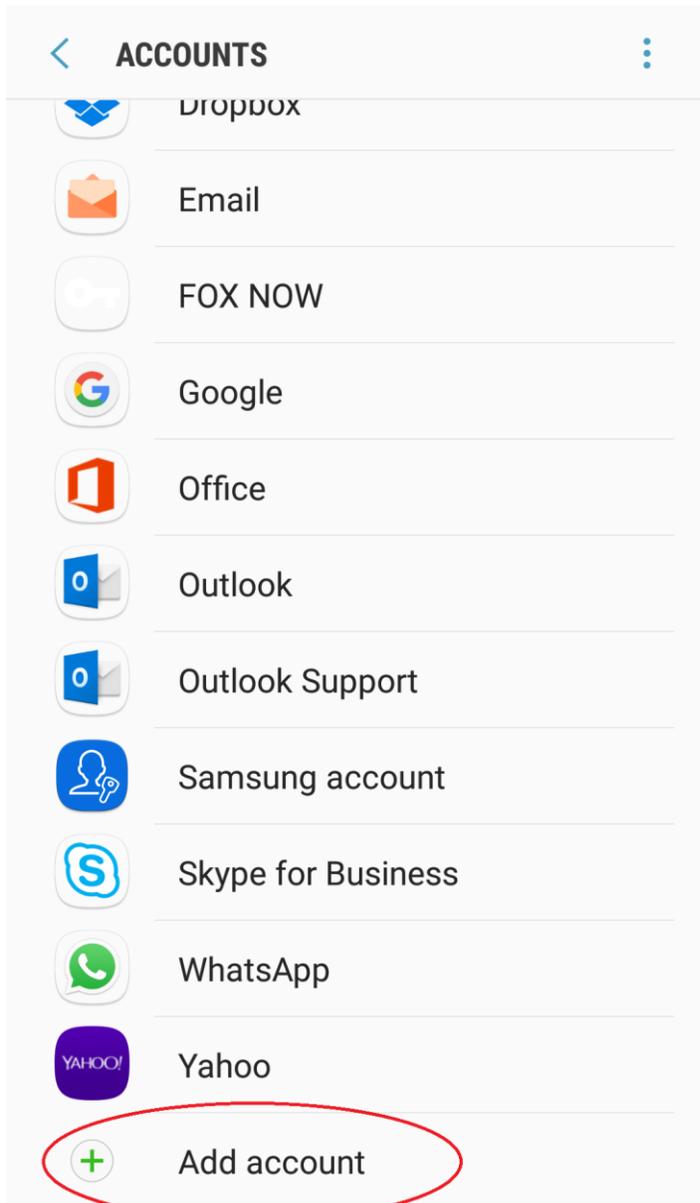
Step 2:

Select **Accounts**



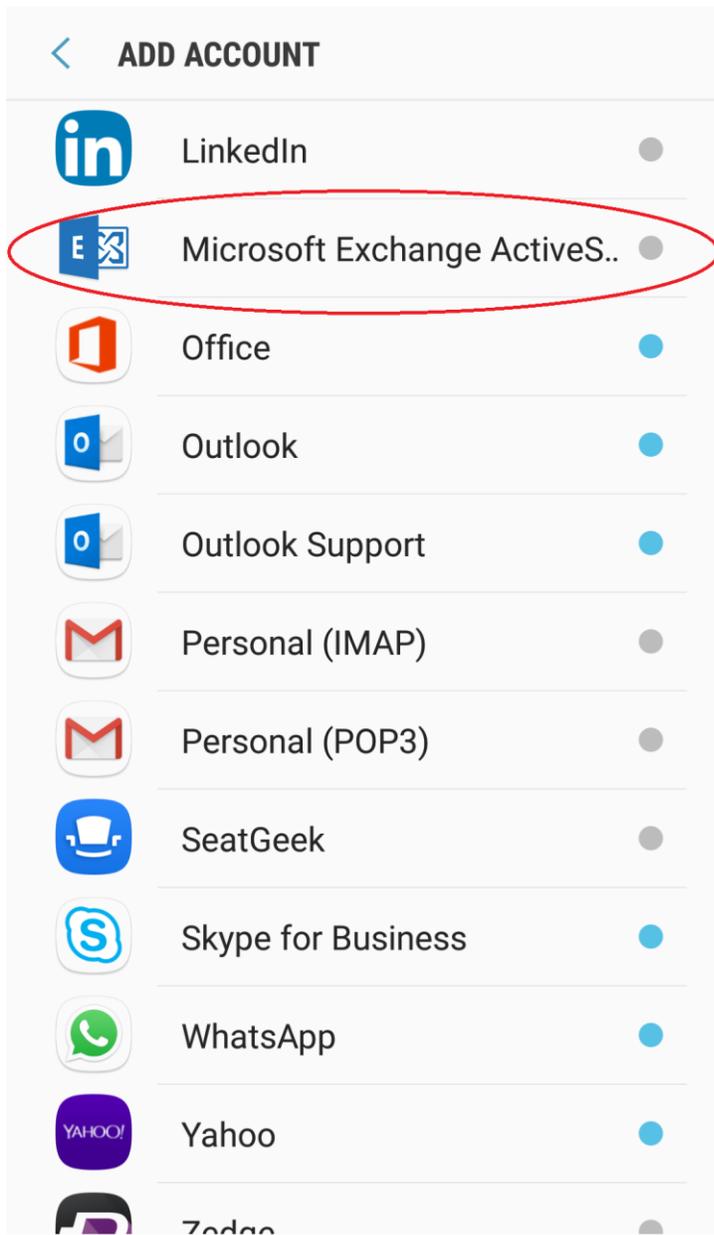
Step 3:

Select **Add account**



Step 4:

Select **Microsoft Exchange ActiveSync**, which is the type of account you will be creating on your device. It uses different names on many phones. Some other names the account type might use are Microsoft Exchange, Corporate Email, Work Email, Corporate Sync, etc.



Step 5:

Type in your email address and password. Then select **Sign In**.

< EXCHANGE ACTIVESYNC

Email address

Password

Show password

Set as default account for sending email

MANUAL SETUP SIGN IN

Step 6:

Enter the following information for the exchange server settings:

Email Address - *your Mck email address*

Domain - *your Mck email address*

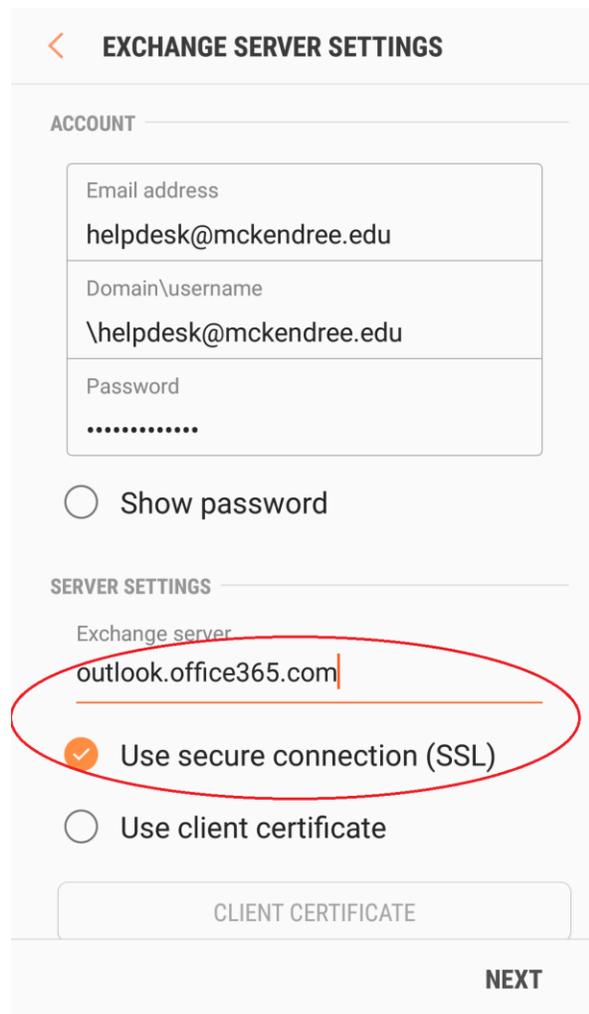
Username - *your Mck email address*

Password - *your Mck password*

Email Server - *outlook.office365.com*

If your McKendree email account does not sync after entering the above information, please enter **username@mckendree.edu** (your username followed by @mckendree.edu) for both the **Domain** and **Username** fields.

Also make sure you have “Use secure connection (SSL)” selected.



The screenshot shows the 'EXCHANGE SERVER SETTINGS' configuration screen. It is divided into two sections: 'ACCOUNT' and 'SERVER SETTINGS'. In the 'ACCOUNT' section, the 'Email address' field contains 'helpdesk@mckendree.edu', the 'Domain\username' field contains '\helpdesk@mckendree.edu', and the 'Password' field is masked with dots. Below these fields is a radio button labeled 'Show password'. In the 'SERVER SETTINGS' section, the 'Exchange server' field contains 'outlook.office365.com'. Below this field are two radio buttons: 'Use secure connection (SSL)' which is selected (indicated by a checkmark in a circle), and 'Use client certificate'. At the bottom of the form is a 'CLIENT CERTIFICATE' field and a 'NEXT' button.

< **EXCHANGE SERVER SETTINGS**

ACCOUNT

Email address
helpdesk@mckendree.edu

Domain\username
\helpdesk@mckendree.edu

Password
.....

Show password

SERVER SETTINGS

Exchange server
outlook.office365.com

Use secure connection (SSL)

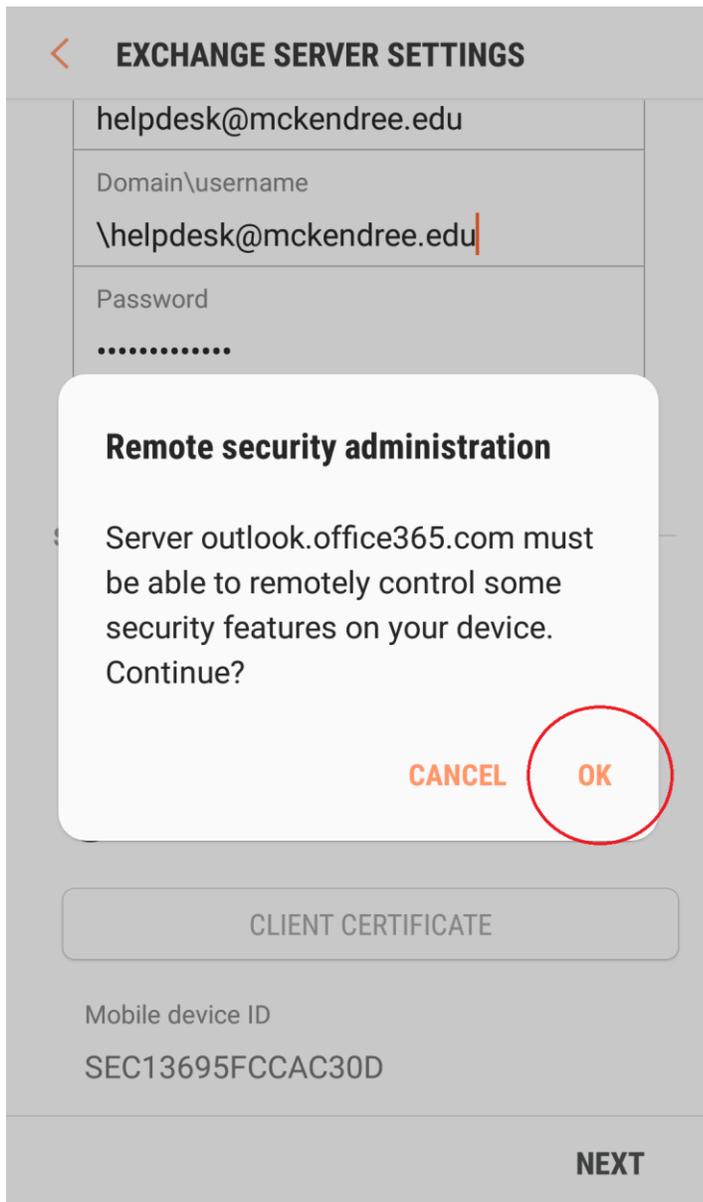
Use client certificate

CLIENT CERTIFICATE

NEXT

Step 7:

Once you get the pop up message titled **Remote security administration**, click on the **OK** button.



The screenshot shows the 'EXCHANGE SERVER SETTINGS' screen. At the top, there is a back arrow and the title 'EXCHANGE SERVER SETTINGS'. Below this, there are three input fields: 'helpdesk@mckendree.edu', 'Domain\username' (with '\helpdesk@mckendree.edu' entered), and 'Password' (with dots). A dialog box titled 'Remote security administration' is overlaid on the screen. The dialog box contains the text: 'Server outlook.office365.com must be able to remotely control some security features on your device. Continue?'. At the bottom of the dialog box, there are two buttons: 'CANCEL' and 'OK'. The 'OK' button is circled in red. Below the dialog box, there is a 'CLIENT CERTIFICATE' button. At the bottom of the screen, there is a 'Mobile device ID' field with the value 'SEC13695FCCAC30D' and a 'NEXT' button.

< EXCHANGE SERVER SETTINGS

helpdesk@mckendree.edu

Domain\username

\helpdesk@mckendree.edu

Password

.....

Remote security administration

Server outlook.office365.com must be able to remotely control some security features on your device. Continue?

CANCEL OK

CLIENT CERTIFICATE

Mobile device ID

SEC13695FCCAC30D

NEXT

Step 8:

Select your sync settings preferences, and then select **Next**.

 **MANUAL SETUP**

Period to sync Email

All time ▼

Sync schedule

Auto (when received) ▼

Emails retrieval size

50 KB ▼

Period to sync Calendar

All calendar ▼

Notify me when email arrives

Sync Contacts

Sync Calendar

Sync Task

Sync Messages

NEXT

Step 9:

Select **Activate** at the bottom of the screen.

< **DEVICE ADMINISTRATOR**

 **Email**

Server outlook.office365.com must be able to remotely control some security features on your device.

Activating administrator will allow Email to perform the following operations:

- **Erase all data**
Erase phone's data without warning, by performing factory data reset.
- **Set password rules**
Control the screen unlock password length and character restrictions
- **Monitor screen unlock attempts**
Monitor number of incorrect passwords entered when unlocking screen, and lock phone or erase all phone data if too many incorrect passwords are entered.
- **Lock the screen**
Control how and when the screen locks
- **Set screen unlock password expiration**
Control how frequently the screen unlock

CANCEL **ACTIVATE**

Step 10:

You may now create a name for the account. Once finished, select the **Done** button at the bottom.

EDIT NAMES

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

Account name (optional)

helpdesk@mckendree.edu

DONE

Your account should be synced and ready to use. If you are still experiencing issues, please stop by the Department of Information Technology during regular business hours for further assistance.