

Email instructions on Android Device

1. Find "Email"

Tap the menu icon.

Tap Email.

2. Enter email address

Key in your email address.

(If an email account has been created already, do the following instead:

Tap the menu icon. Tap Settings. Tap ADD ACCOUNT.)

3. Enter password

Tap Password and key in the password.

Tap Manual setup.

The password you use to access your school account

4. Select server type

Tap Exchange Active Sync.

5. Enter domain name and username

Key in the domain name and username separated by a "\".

chaucer\yourusername

6. Enter server address

Tap the field below "Server" and key in the server address.

mail.chaucer.sheffield.sch.uk

7. Turn SSL encryption on or off

Tap Use secure connection (SSL) to turn the function on or off.

On

Accept all SSL certificates you have to tick that (on)

Tap Next.

8. Select synchronisation setting

Tap the drop down list below "Inbox check frequency".

Tap Automatic (Push), Manual or the required interval.

Your choice

9. Select period for synchronisation of email

Tap the drop down list below "Days to sync".

Tap the required setting.

Your choice

10. Select data types for synchronisation

Tap the following data types to turn synchronisation on or off:

Sync contacts from this account

Sync calendar from this account

Sync email from this account

Tap Next.

Your choice

11. Enter account name

Key in the required name.

Your choice (name it something like "School Email")

12. Finish setup

Tap Next.

13. Return to the home screen

Tap the home icon to return to the home screen.