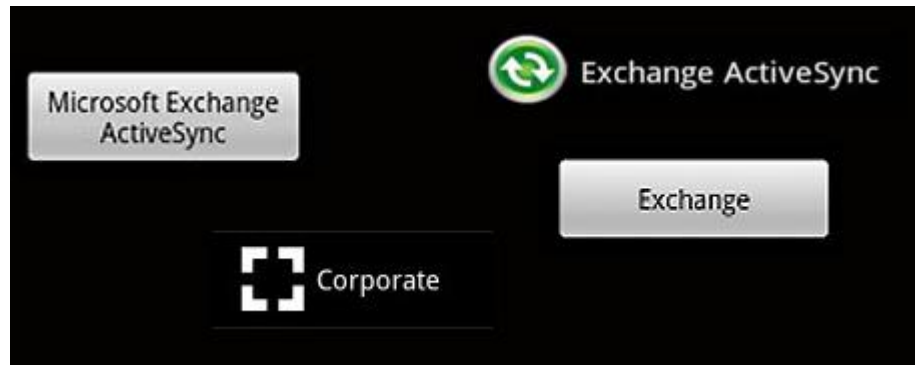


# How to Set Up Exchange E-mail on Android Phone

Follow these steps to set up your Android device to access your UAMS e-mail account.

The steps may be a little different on different models of Android phones, but the information will be the same. *If these directions do not work with your phone model, try doing an online search for your phone's manual/user guide.*

1. Select **Accounts and Sync** from the **Settings** Menu.
2. Choose **Add Account**
3. Different phones have different wording but you should see **Corporate, Corporate Sync, Exchange, Exchange Active Sync, or possibly Microsoft Exchange.** (You cannot set up your UAMS email as an imap or pop account.)



4. Enter in your information:

Email address: your **UAMS email** address (ex. jdelavan@uams.edu)

Password – Your **UAMS domain password**. Each time you change your password you will need to go into your phone and change the password to match.

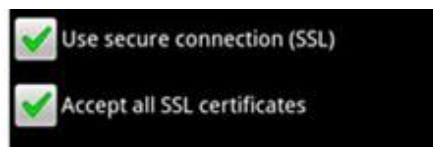
Domain - **UAMS**

Username - Your **UAMS domain username** (lastnamefirstname for employees, student ID number for students)

Exchange Server – **webmail.uams.edu**

Select the box to **Use secure connection (SSL)**

Select the box **Accept all SSL certificates**



5. On the Account options screen, you can:

Select the **frequency** you wish to sync your phone with the webmail server (by default it is set to “Automatic or Push” which means that it is connected constantly to the server and you will receive message the instant that the server receives them.)

Choose the length of time/amount of messages you wish to in the **Amount to synchronize** section.

Check **Send email from this account by default** if you want your UAMS email to be the default account on your phone.

You can choose how you want to be notified when an email arrives under **Notifications**.

You can also select if you want to sync the contacts from your UAMS account with the contacts on your phone.

**If you do not already have one set, you will be required to set up a security PIN or Password that you will use to unlock your phone. This is a HIPAA requirement.**