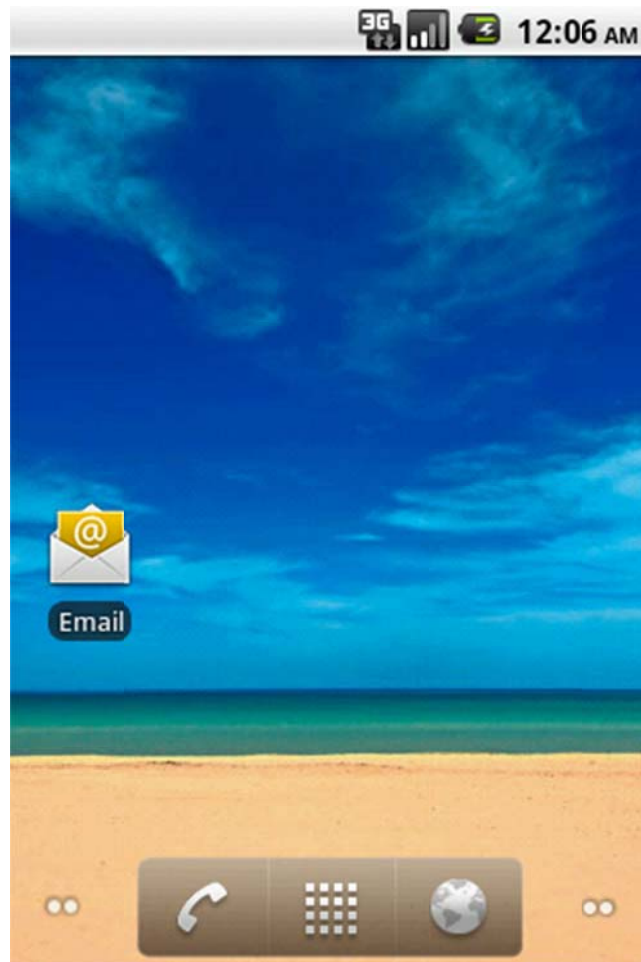


Android 2.0 – 2.2 UCMail Exchange Setup Guide

1. Starting at the Home screen, click on the “Email” icon.



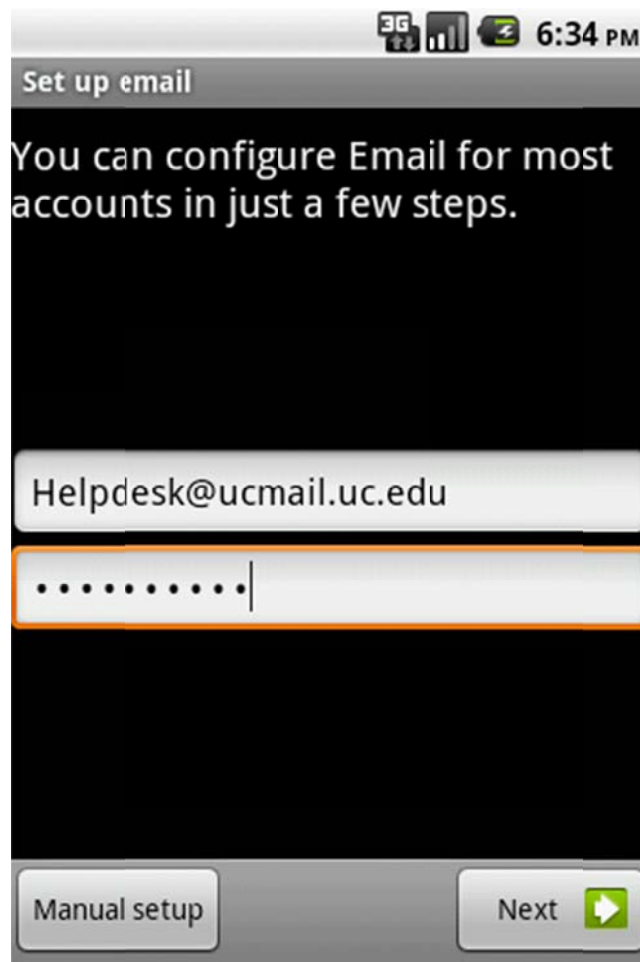
2. At the “Set up email” screen, enter your email address in the “**Email**” field. Your email address should look like the following: **username@ucmail.uc.edu**

3. Next, enter your password for your email account in the “**Password**” field.

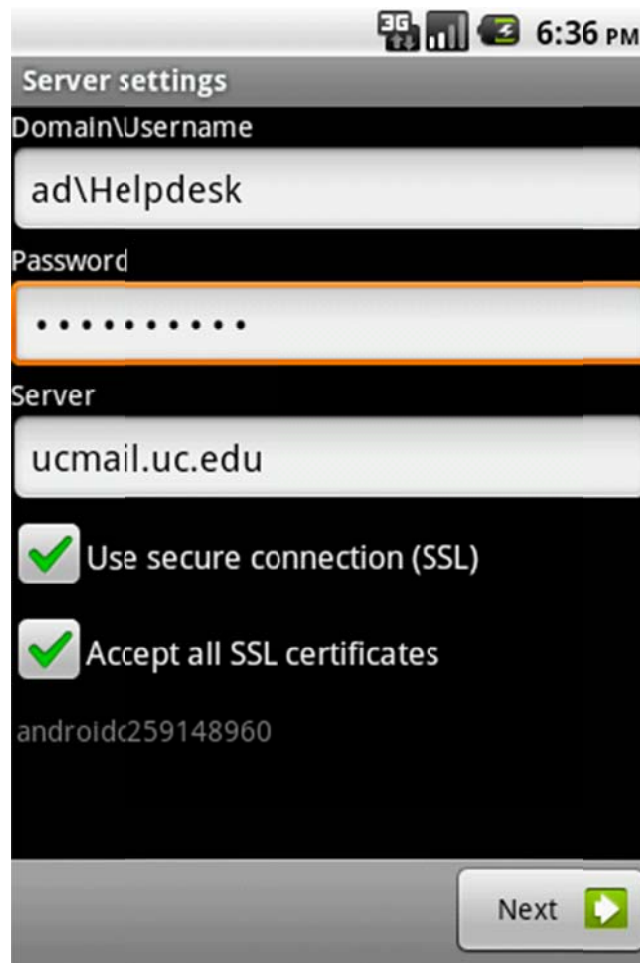
(Note: If you recently had your password reset by the helpdesk, please go to www.uc.edu/pss to change the password from the temporary password to a permanent password before entering it into your Android Device.)

4. Hit the “**Manual setup**” button in the bottom-Left corner.

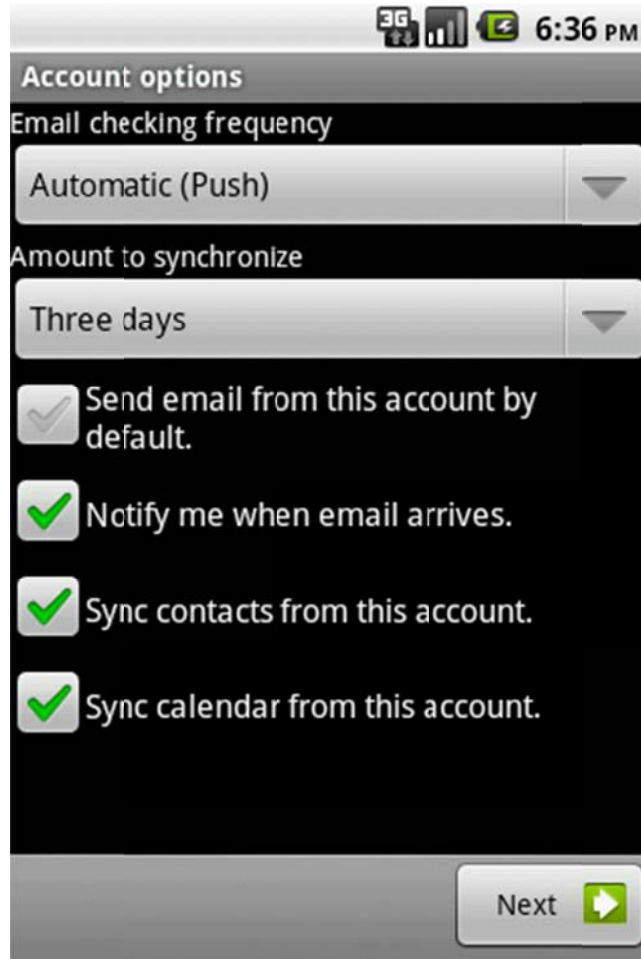
(Note: If you do not see the screen bellow please click on the menu button and select accounts. Then click the menu button again and select add account.)



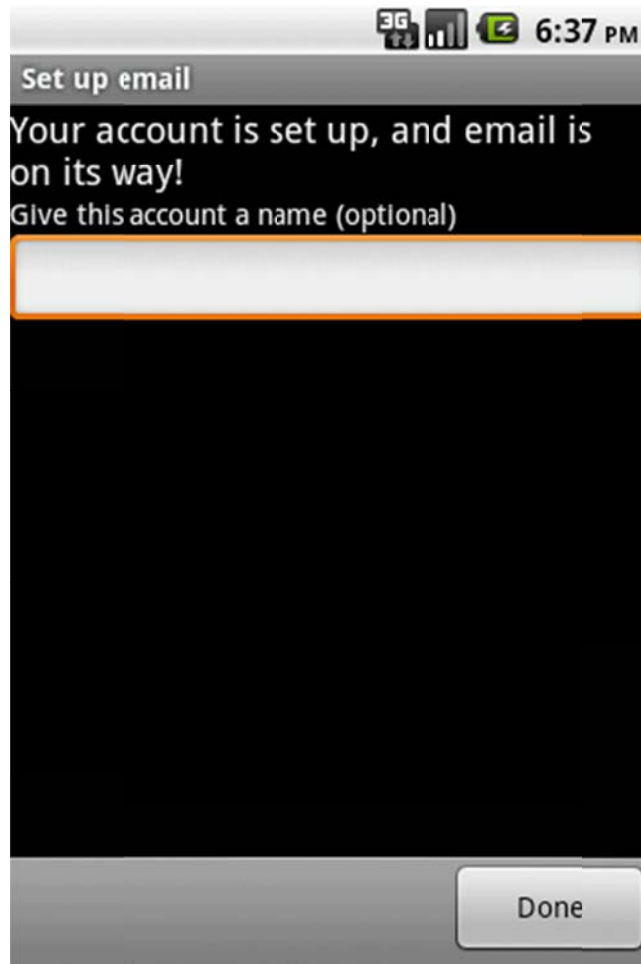
5. Enter the email address in the “**Domain\Username**” field. Your email address should look like this: ad**username**
6. In the **Server** field please delete any information in this field then enter the following:
ucmail.uc.edu
7. Place a **check** in the **Use secure connection (SSL)** check box.
8. Place a **check** in the **Accept all SSL certificates** check box.
9. Hit the “**Next**” button in the bottom-right corner.



10. At the next screen, leave the default setting for the “**Email checking frequency**”.
11. The rest of the options on this menu will allow you to choose what is being synced to your phone and the amount being synchronized. You have the ability to sync mail, contact, and calendars to your device. When you have selected these options, click **Next**.



12. At the next screen, give the account a name (optional). Your UCMail account is now set up for use on your Android phone.



If you have any questions or issues with the device setup guide
Please contact our Help Desk at (513)556-Help(4357)