

Android Smartphone Student Email Setup



Example Student Information: Name: **Rocky Raider** ID#: **1234567**
Email: **r-raider4567@mymail.trcc.edu**

1 Add an account screen. The 'Corporate' option is selected with a red arrow.

2 Add an Exchange account screen. The email address 'r-raider4567@mymail.trcc.edu' and password are entered.

3 Account setup screen. The 'Manual setup' option is highlighted with a red box.

4 Account setup screen. The domain 'student' and username 'r-raider4567' are entered. The password and server 'mymail.trcc.edu' are also entered. The 'Use secure connection (SSL)' checkbox is checked.

5 Account settings screen. The 'Exchange ActiveSync support provided by Emtra' is shown. The 'Inbox checking frequency' is set to 'Automatic (Push)'. The 'Days to sync' is set to 'Automatic'. The 'Send email from this account by default' checkbox is unchecked. The 'Notify me when email arrives', 'Sync contacts from this account', 'Sync calendar from this account', 'Sync email from this account', and 'Automatically download attachments when connected to Wi-Fi' checkboxes are checked. The 'Sync over Wi-Fi only' checkbox is unchecked.

6 Account setup screen. The account name 'Three Rivers MyMail' is entered. The 'Next' button is visible.