HOW TO SETUP EMAIL ON AN ANDROID DEVICE

Note: If you have your school email on your phone currently, you will need to delete the account and re-add it. All Android devices are different so this might now be exact.

Step 1: Locate your Email icon on your phone

Step 2: Select your Email type. Tap Office 365.
Step 3: Type in your email address. Then tap Next.

Microsoft

Sign in

Email, phone, or Skype

No account? Create one!

Can't access your account?

Sign-in options

Back    Next

Step 4: Type in your password. Then tap Sign in. (This is the same password you use for the computer.)

CALALLEN INDEPENDENT SCHOOL DISTRICT

←  ' @calallen.org

Enter password

Forgot my password

Sign in
Step 5: If you see this notice, tap Apply.

Step 6: When you see this page, change your Email Sync Period to All Time. Then tap Done.
Step 7: When you see this page, tap Activate.

Activate device admin app

Email

Allow Email to remotely control security features on your phone?
This will let Email do the following:

Activating this admin app will allow Email to perform the following actions:

- **Erase all data**
  Erase the phone's data without warning by performing a factory data reset.

- **Set password rules**
  Control the length and the characters allowed in screen lock passwords and PINs.

- **Monitor screen unlock attempts**
  Monitor the number of incorrect passwords typed when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.

- **Lock the screen**
  Control how and when the screen locks.

- **Set screen lock password expiration**
  Change how frequently the screen lock password, PIN, or pattern must be changed.

- **Set storage encryption**
  Require that stored app data be encrypted.

- **Disable cameras**
  Prevent use of all device cameras.

- **Disable some screen lock features**
  Prevent use of some screen lock features.
Step 8: When you see this page, tap Done.

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

Account name (optional)
kmann@calallen.org

Step 9: For security reasons you will be required to have a PIN or Password. You will have to type it twice to confirm.

Step 10: Your email should start syncing. You will now be able to access your email via the Email app.

If you have any questions, please call Technology.