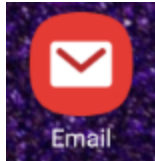


## HOW TO SETUP EMAIL ON AN ANDRIOD DEVICE

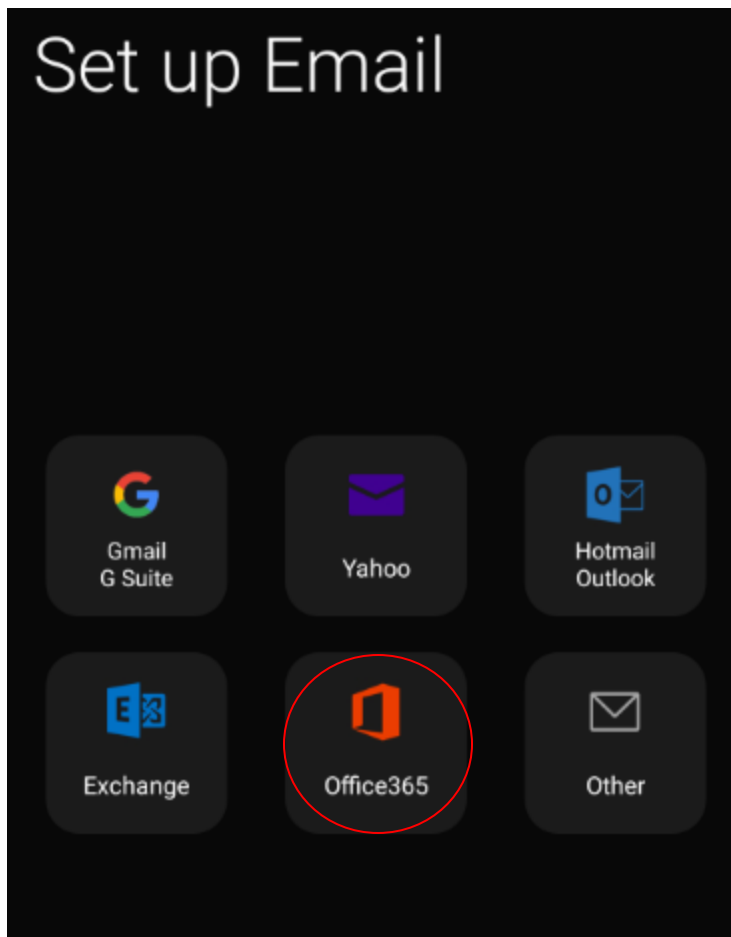
Note: If you have your school email on your phone currently, you will need to delete the account and re-add it.

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.

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## Sign in

Email, phone, or Skype

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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.org

## Enter password

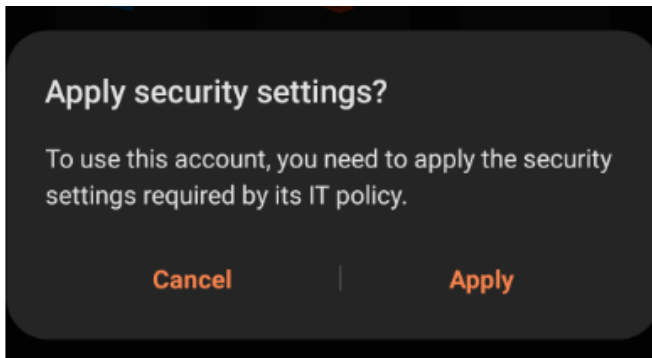
Password

---

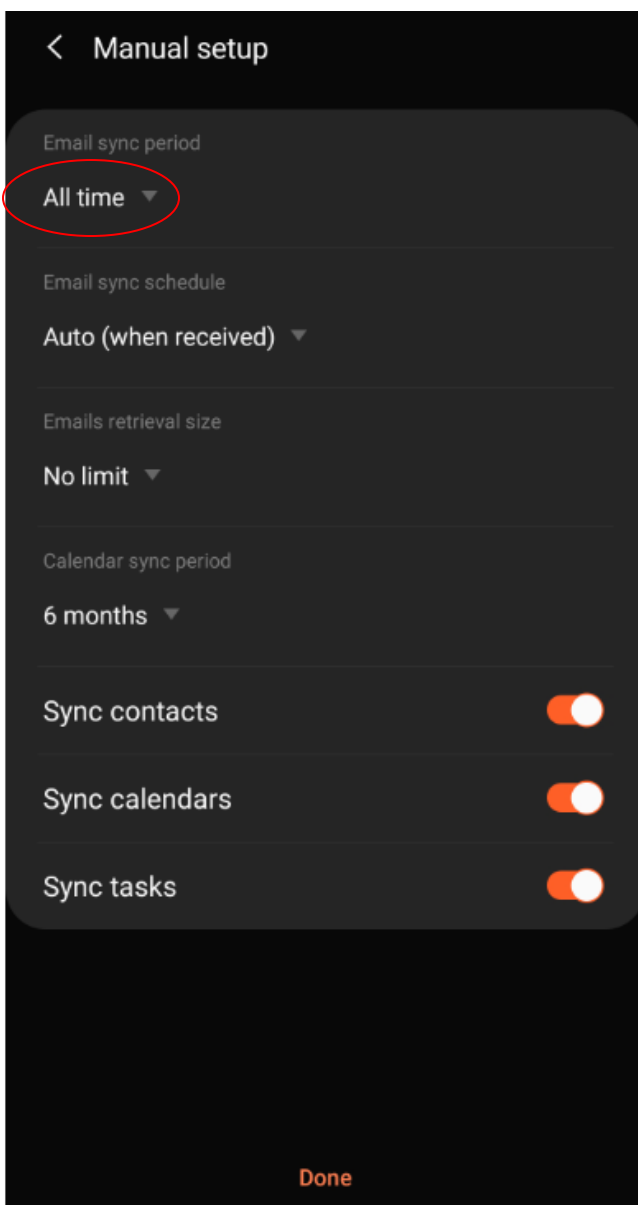
[Forgot my password](#)

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**

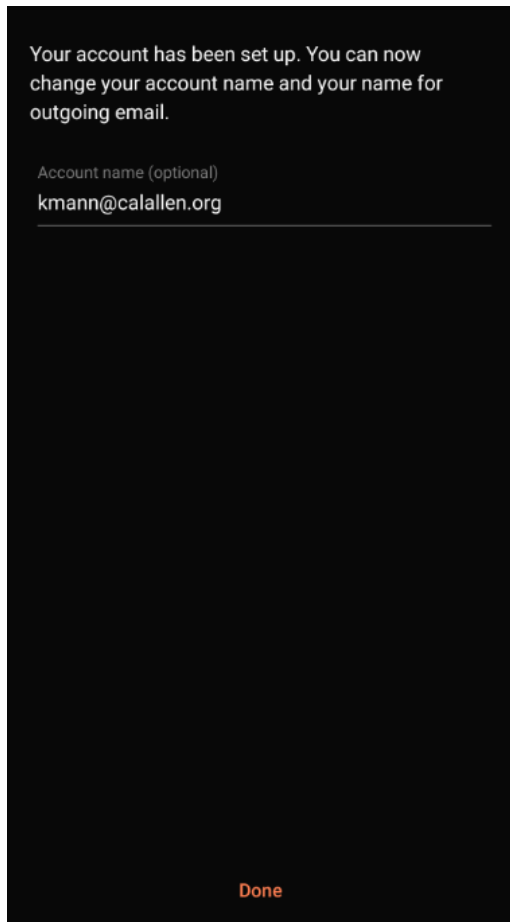
Allow Email to remotely control security features on your phone?  
This will let Email do the following:

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.

[Cancel](#) [Activate](#)

**Step 8: When you see this page, tap Done.**



**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.**

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