

Set up Microsoft Exchange email on an Android OS Device

1. From your main (home) screen, go to the Settings option (it looks like a gear)
2. In Settings, go to the Accounts section.
3. Select Add Account
4. If presented with an account type option, select the Exchange Account (it may be called Microsoft Exchange... account). (otherwise skip this step)
(If presented with a security Certificate error, click next)
5. Type your full email address, for example [username@domain](#)
6. Select Exchange account if (presented with this option).
7. Enter your password, and then select Next.
8. Edit your username to read health\<(your username)
9. Check the Server, ensure that this line reads **HSCLink.health.unm.edu**.
10. As soon as your device verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:
 - **Email checking frequency** - The default value is Automatic (push). When you select this option, email messages will be sent to your device as they arrive. (Data charges may apply. The UNM Health Sciences Center is not responsible for any data charges incurred.)
 - **Amount to synchronize** - This is the amount of mail you want to keep on your mobile device. You can choose from several length options, including One day, Three days, and One week.
 - **Notify me when email arrives** - If you select this option, your mobile device will notify you when you receive a new email message.
 - **Sync contacts from this account** - If you select this option, your contacts will be synchronized between your device and your account.
 - **Sync calendar from this account** - If you select this option, your calendar will be synchronized between your device and your account.
 - **Sync email from this account** - If you select this option, your email will be synchronized between your device and your account.
 - **Automatically download attachments when connected to Wi-Fi** - If you select this option, attachments will be downloaded to your device when you connect it to a Wi-Fi network.
11. Activate Device Administrator, select Activate
12. Type a name for this account.
13. Select **Done** to complete the email setup and start using your account.