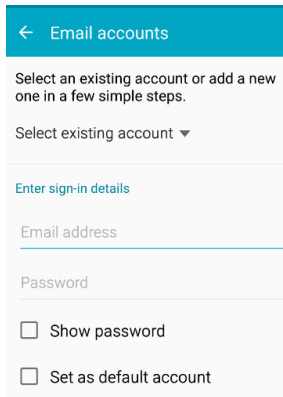
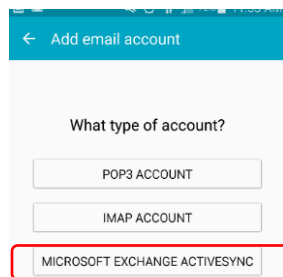


## How to set up a mail, calendar, and contacts Exchange account on your Android Device

1. Open the **Settings** app
2. Tap **Email**
3. Tap **Manage Accounts** → **Add Accounts** or tap “+”
4. Tap **Manual Setup**

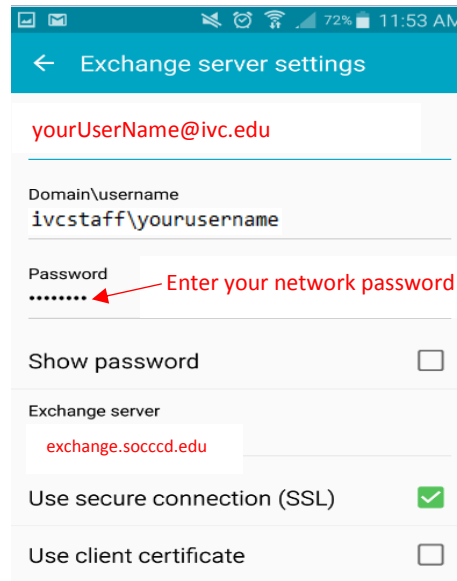


Tap **MS Exchange ActiveSync**



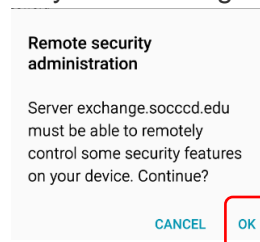
exchange.socccd.edu

5. Enter your Exchange ActiveSync account settings:



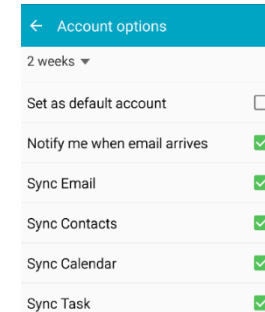
Tap **Next**.

6. Once your credentials are verified, you may see message below.



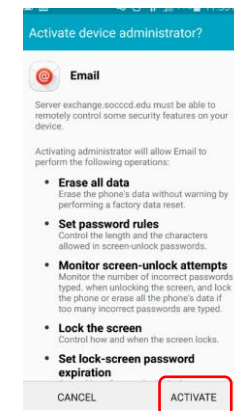
Click **OK**

7. On the **Account options** screen you can select what you want to sync.



Tap **Next**

8. In **Activate device administrator** screen you must tap **Activate**



In the last screen you have the option to name your staff email account for your phone