

Configuring your Android for your @NewRiver.edu Email Accountⁱ

What you will need

The following information is necessary in order to set up your Exchange account:

- Exchange server address (**mail.newriver.edu**)
- Username and password for account.
- Domain name for account. (**newriver.edu**)

Step-by-step instructions

If you already have an account on the phone (such as a Google or a POP account), you will need to follow these steps first:

1. Open the Email application.
2. Click the Menu button and then click the Accounts button.
3. Click the Menu button again and click Add Account.
4. Enter your email address and password.

1. Open the Mail application.
2. Enter your email address and password.
3. Click Next.
4. Click Exchange Account.
5. Enter your: **NEWRIVER.EDU\username, password**, and Exchange server address (**MAIL.NEWRIVER.EDU**).
6. Check Use Secure Connection and Accept All SSL Certificates.
7. After authentication, check the boxes associated with the features you want to include such as Push, Amount To Sync, Notifications, Sync Contacts, Sync Calendar, Sync Calendar Amount.
8. Click Next.
9. In the next screen, you need to give an account name and your name (this will be displayed on outgoing email messages).

With an Exchange account set up on your Android phone, you will not find one built-in application to handle all of the apps in one location; instead, you have to view the email, calendar, and contacts separately. Fortunately, when you set up the email account for an Exchange server, it automatically pulls the information for calendar and contacts — as long as you've set it up to do so.

ⁱ <http://www.techrepublic.com/blog/smartphones/set-up-an-exchange-account-on-your-android-phone/1581>