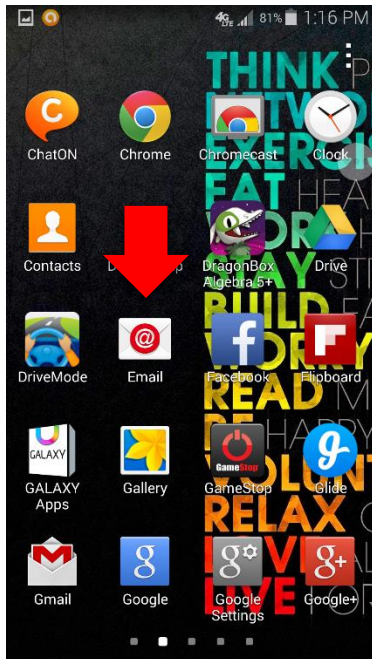# HOW TO SET UP MOBILE EMAIL ON ANDROID

1. **CLICK ON MAIL LINK**

2. **TYPE IN YOUR EMAIL AND PASSWORD YOUR PASSWORD MAY HAVE BEEN CHANGED TO SLPSB SO IF YOUR PASSWORD DOESN'T WORK TRY THIS. IF YOU DON'T SEE THIS SEE NEXT PAGE**

---IF YOU HAVE AND EMAIL ALREADY SET UP GO TO MANAGE ACCOUNTS UNDER THE DROP DOWN IN THE TOP LEFT CORNER. AND HIT THE PLUS SIGN TO ADD A NEW ACCOUNT.

3. SELECT MICROSOFT EXCHANGE ACTIVESYNC.
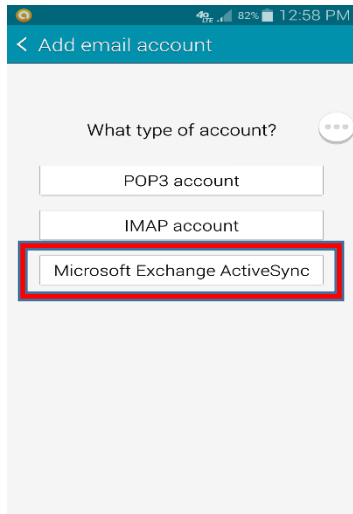
4. YOUR SETTINGS SHOULD LOOK LIKE THIS PICTURE EXCEPT TAKE OUT MY EMAIL JAH1794 AND SHOULD BE REPLACED BY YOUR EMAIL. ONCE YOU CLICK NEXT YOU SHOULD CLICK ACCEPT AND CONTINUE ON BOTH POP UPS.
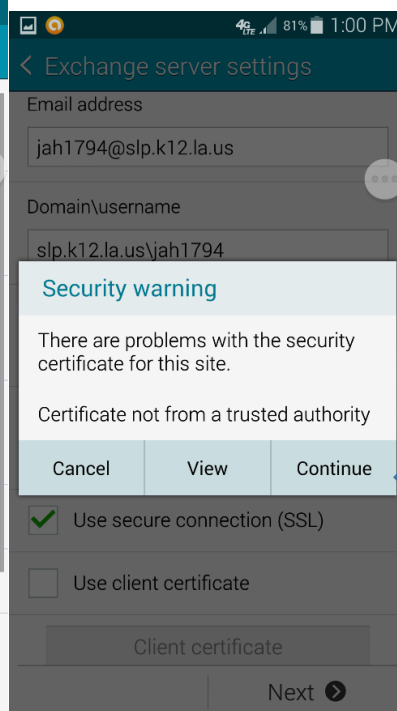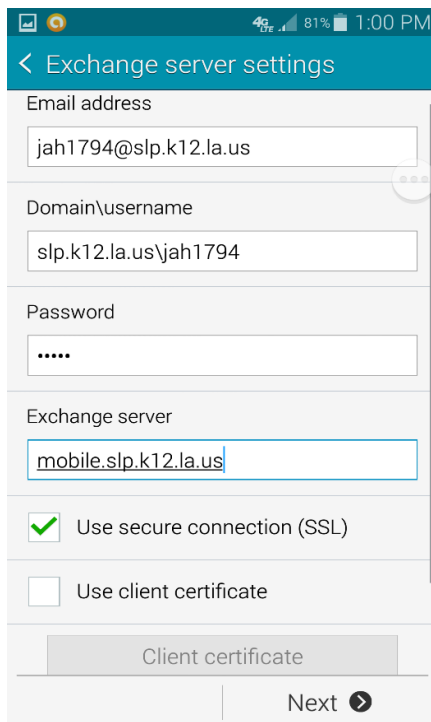
5. AFTER THAT IT WILL ASK YOU HOW OFTEN YOU WOULD LIKE
TO UPDATE FEEL FREE TO CHANGE THIS OR JUST CLICK NEXT.