MacMail – How To Configure Android

NOTE: Depending on your device, your screens, icons and options may differ slightly from the example below.

1. Open **Settings** on your Android. Locate the icon on the screen and tap.

2. Adding an Account. Find this option either by swiping up on your android, or locating the option in tabs at the top of the screen.
Or if you have tabs across the top, tap on the Accounts tab
3. Tap on the Add Account in the Options

4. Choose Corporate from the options

Fill out the fields and choose Manual setup from the buttons
5. Choose **Exchange** for the Type of Account

Fill out the fields and click on **Next** at the bottom
You will receive a message about security features, click OK.
6. On the next screen ensure that your choices are checked off, and click on **Next**.
Inbox checking frequency
Automatic (Push)

Days to sync
Last week

- Notify me when email arrives
- Sync contacts from this account
- Sync calendar from this account
- Sync email from this account
- Automatically download attachments when connected to Wi-Fi

Click on Next

Account setup

Your account is set up and email is on its way!
Give this account a name (optional)

mactest@mcmaster.ca

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