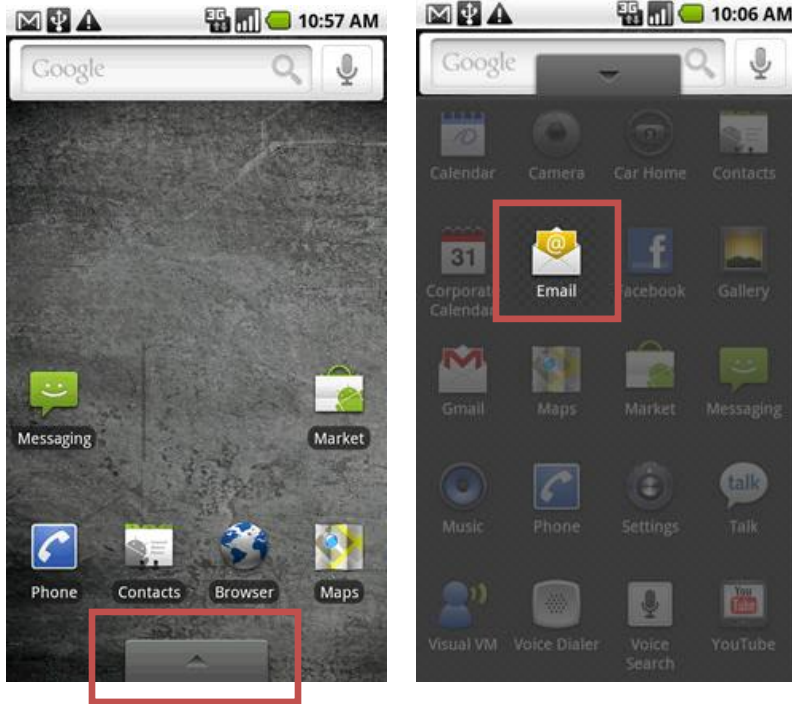


Shippensburg Email Setup for Droid

- 1) Open the applications menu and select "Email".

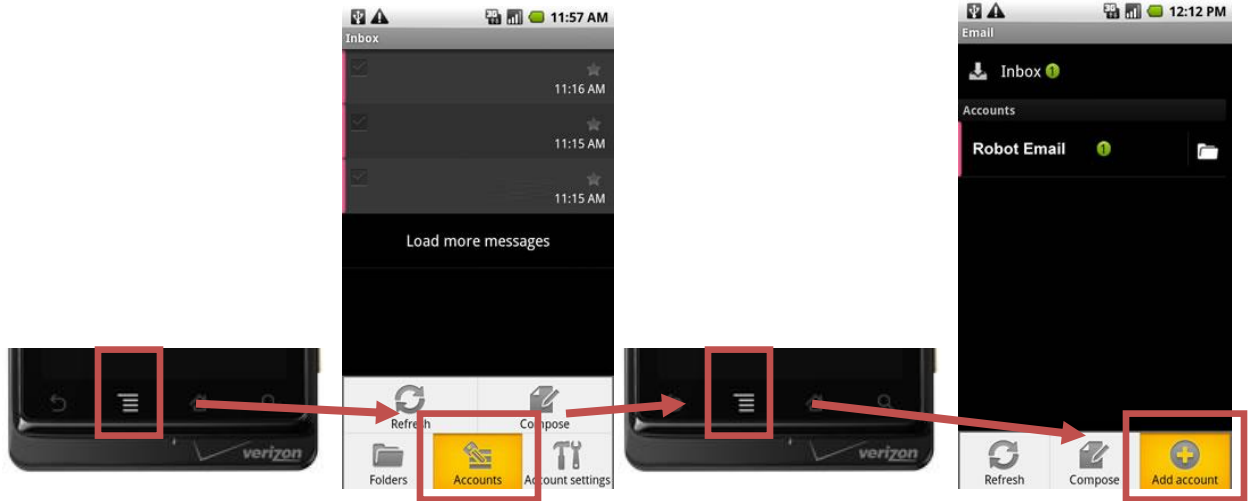


- 2) Enter your email address and password and press "Next".

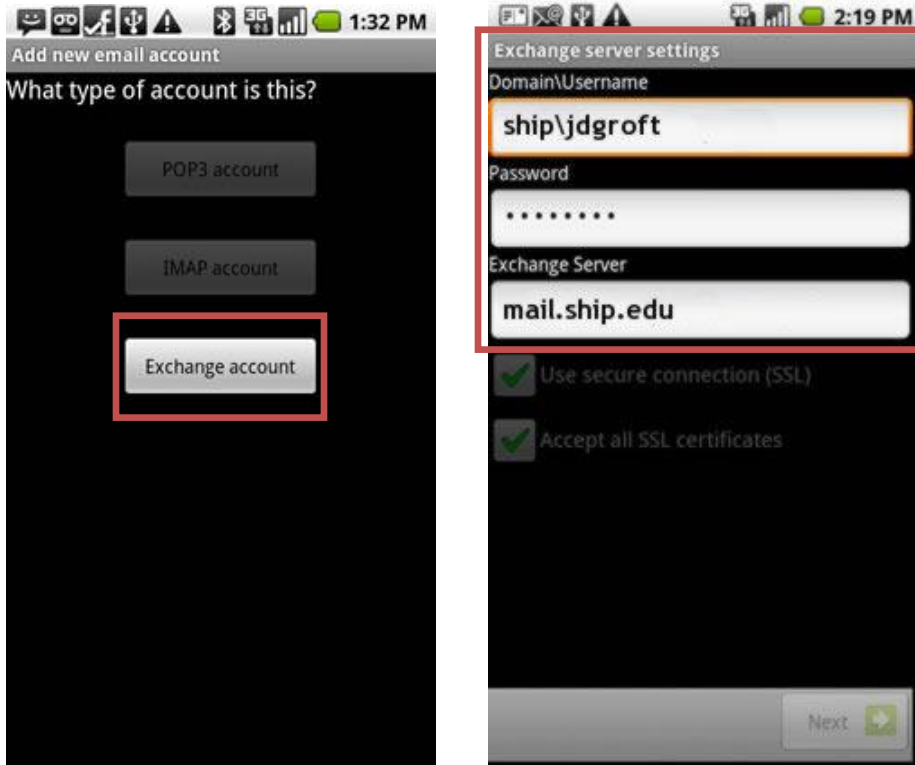


Please Note:

- If this is NOT the first email account you have setup you will need to press the Menu button, select “Accounts”, press the Menu button again, and select “Add account”.



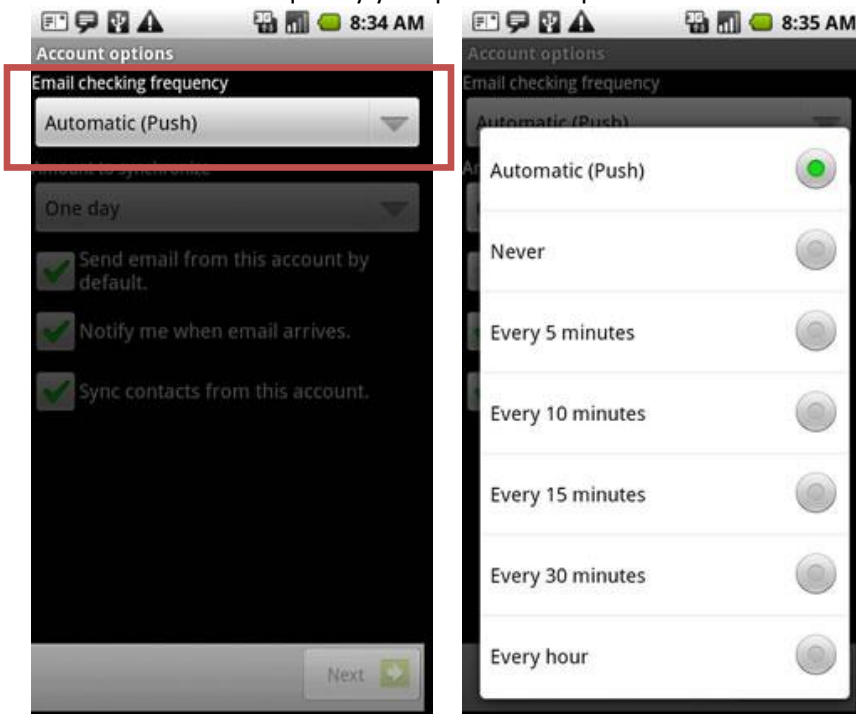
- 3) Select “Exchange account” when prompted for the account type, and enter the following information.
- Domain\Username: **ship\email ID** (Not including “@ship.edu”)
 - Password: **Your current Ship password.**
 - Exchange Server: **mail.ship.edu**



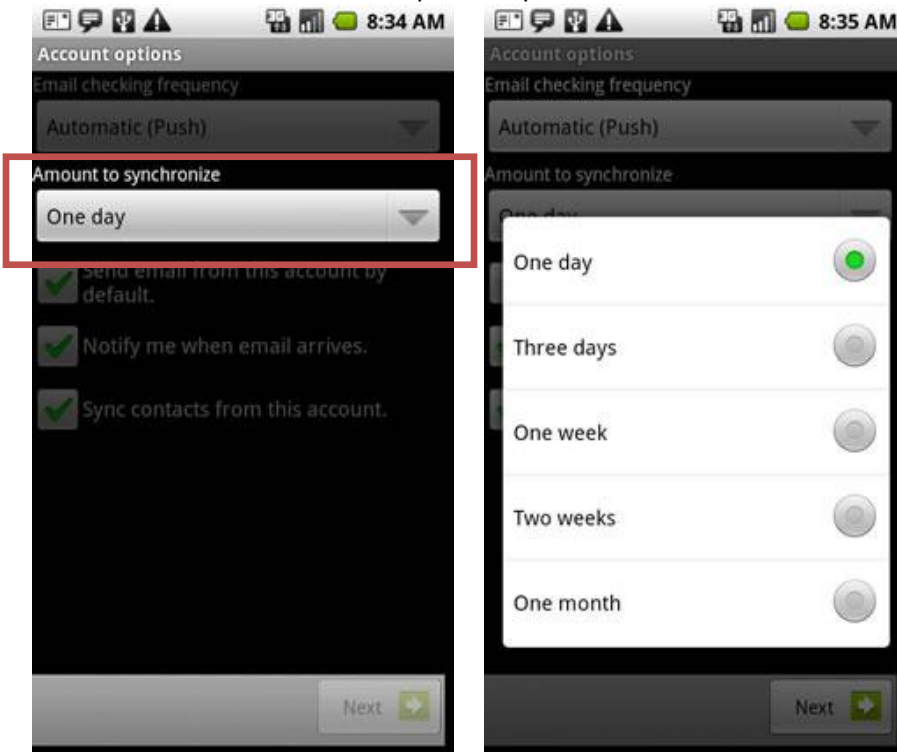
4) Check both "Use secure connection (SSL)" and "Accept all SSL certificates" then press "Next".



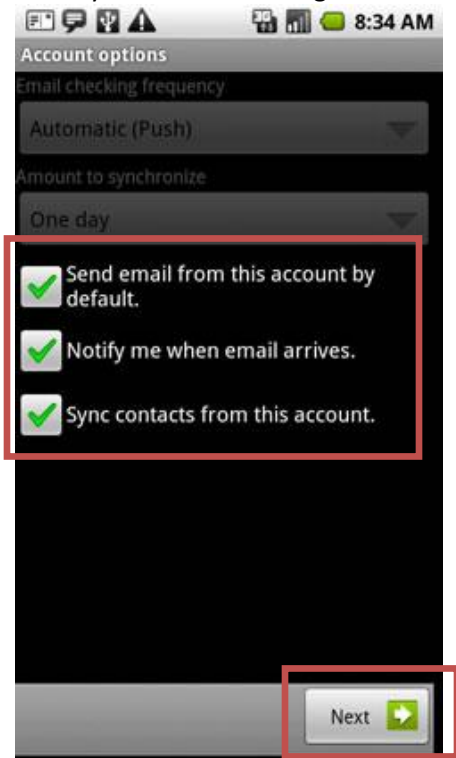
5) Select the desired frequency your phone will update email.



6) Select the amount of mail to keep on the phone.



7) Select your desired settings for default email, email notification, and contacts synchronization and press "Next".



- 8) Enter a name for this account (i.e. Ship) and enter your name as you want it to appear on outgoing email.
- 9) Press "Done".

