Setting up Email on an Android

1. From the home screen, go to Settings.
2. Under **Accounts**, select **Add Account**.
3. Select Microsoft Exchange ActiveSync for the type of account.
4. Fill in your UNO email and password. Then, click **Manual Setup**.
5. The device will attempt to retrieve your information, but will fail. Choose to **Edit Details**
6. Leave everything as is, except change the username to `uno-domain\username` and the Exchange Server to `cas.uno.edu`. Click **Next**.
7. Choose your Email Sync options and click **Next**.

![Account options](image)

- **Period to sync Email**
  - 3 days

- **Sync schedule**
  - 15 minutes

- **Peak schedule**
  - 15 minutes

- **Emails retrieval size**
  - 20 KB

- **Period to sync Calendar**
  - 2 weeks

- **Send email from this account by default**
- **Notify me when email arrives**
8. Give the account a name that you will recognize. Click **Done**.

![Set up email](image)

*Your account is set up, and email is on its way*

*Give this account a name (Optional)*

UNO Staff

![Done](image)
9. Your email will appear under the Email application.

If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at helpdesk@uno.edu. You may also stop by the Help Desk, located in the UCC Room 101.