Setting up Email on a Nexus 7

1. Make sure you’re connected to a Wi-Fi network.

2. Touch the all programs button and select **Settings**.
3. Scroll down to Accounts and select **+ Add account**.

![Add account screenshot]
4. When the account type window appears, select **Corporate**.
5. When the email account setup appears, enter in the following information:

- Email Address: `username@my.uno.edu`
- Password: `Your UNO password`

And then select **Next**.
6. You will see a "Retrieving Account information..." window, select **Cancel** before it finishes. It will fail and return you back to the previous page unless canceled before completing.
7. When the Server settings page appears, enter in the following information:

- Domain\Username: `username@uno.edu` (with the @uno.edu suffix)
- Password: your UNO password (which should already be entered)
- Server: `pod51008.outlook.com`
- Use secure connection (SSL): ✔ (default)
- Accept all SSL certificates: × (default)
- Client certificate: None (default)
- Port: 443 (default)

Then select, Next.
8. A "Remote security administration" message will appear, select OK (required).

This is a default Microsoft Exchange ActiveSync (EAS) message. UNO does not remotely control user's device. Users do have the ability to remotely lock or wipe their device in the case the device is lost or stolen.
9. On the next screen, select the options that you prefer, and then select **Next**.

10. Give the account a name, and then select **Next**.
11. An "Activate device Administrator" window will appear, select **Activate** (required). As with the previous EAS prompt, this is a default prompt from the device. UNO does not remotely control user's device.
12. When the setup is completed, the setup window will close. To check if your Nexus 7 is properly receiving email, calendar, or contact, navigate and launch each of the respective apps.

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.