
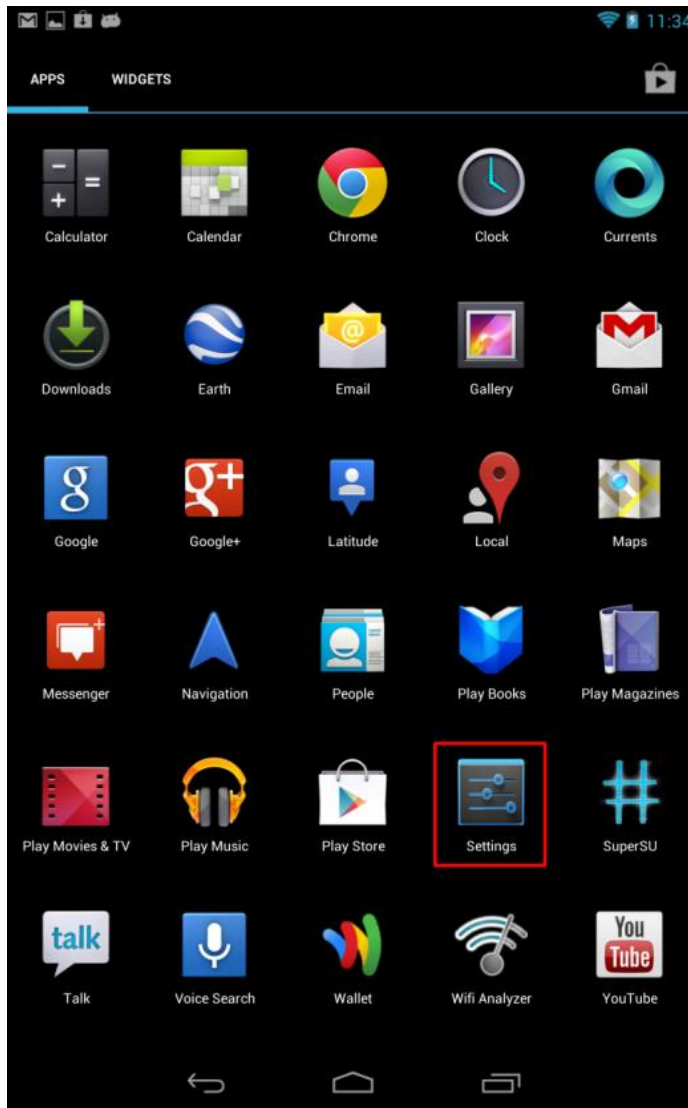


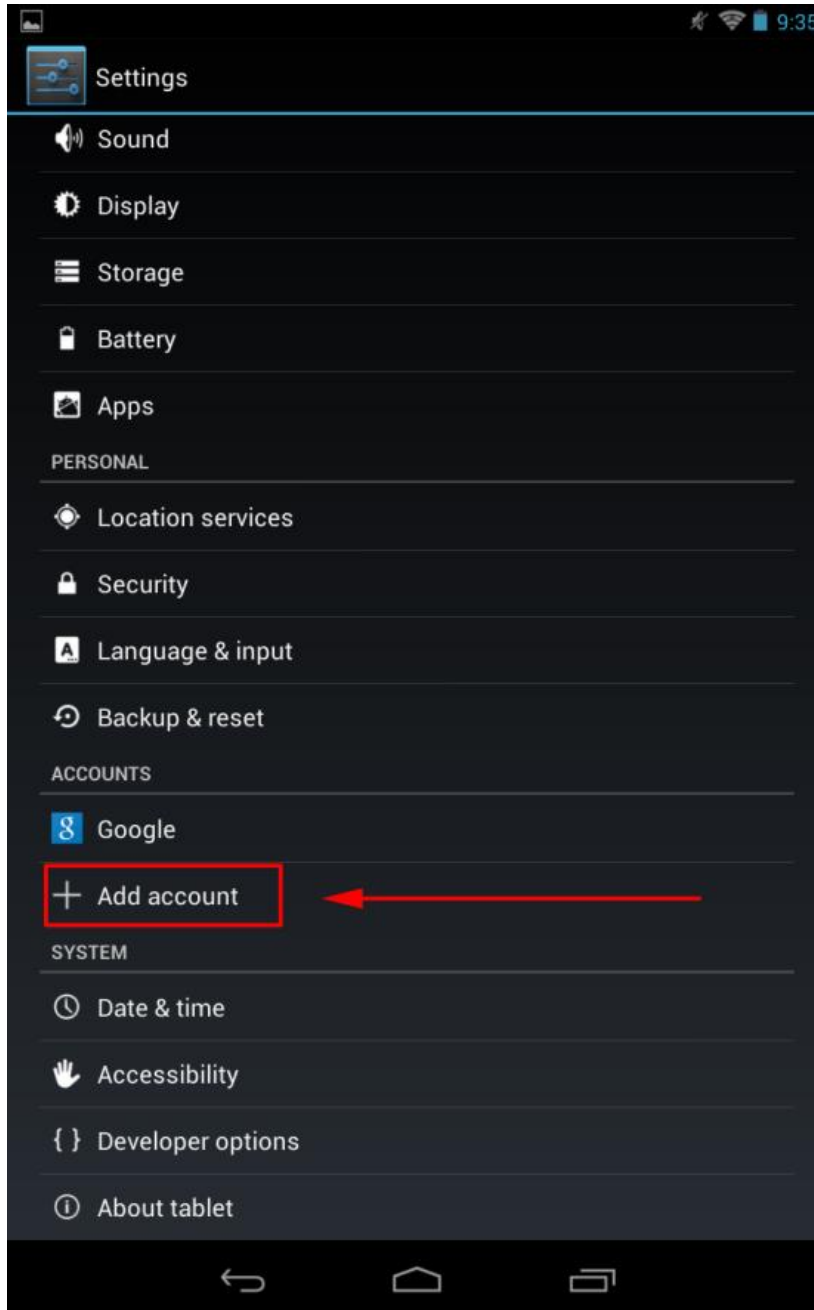
Setting up Email on a Nexus 7

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

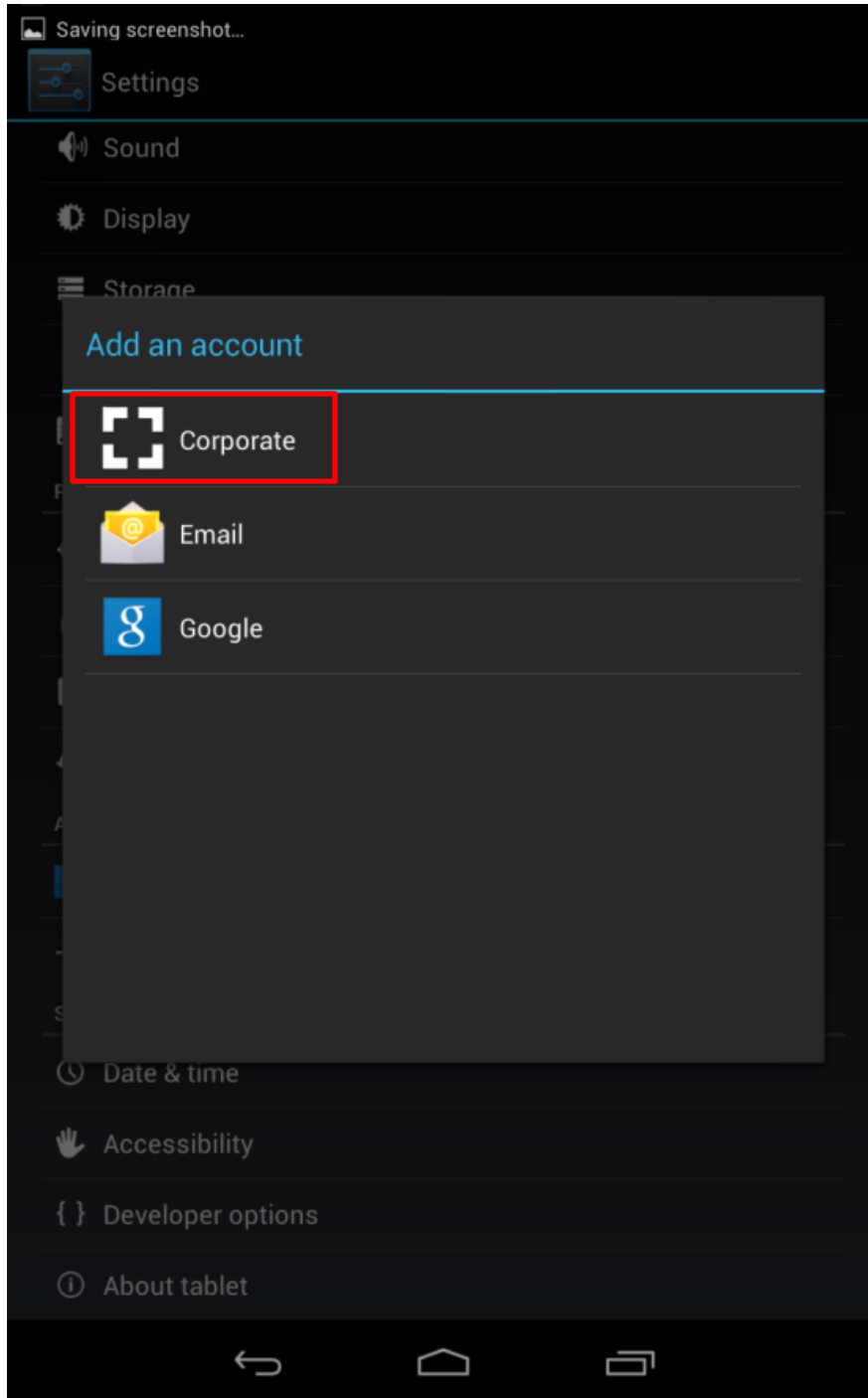
2. Touch the all programs button  and select **Settings**.



3. Scroll down to Accounts and select **+ Add account**.



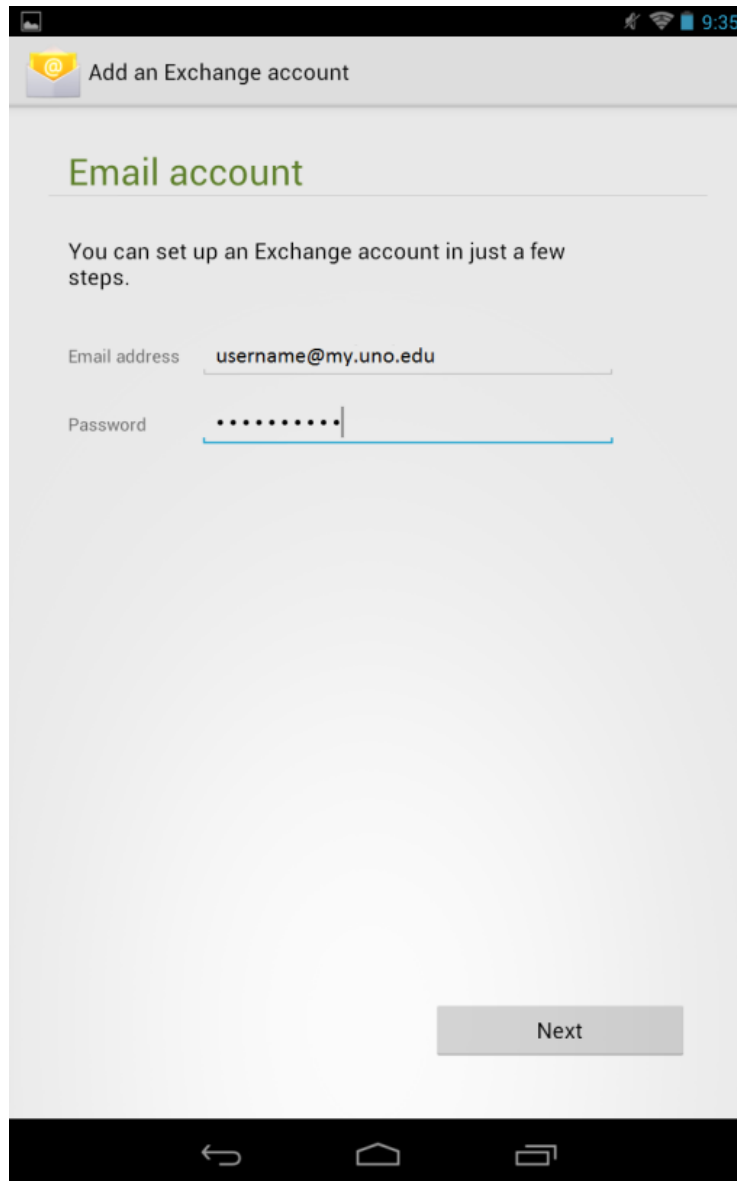
4. When the account type window appears, select **Corporate**.



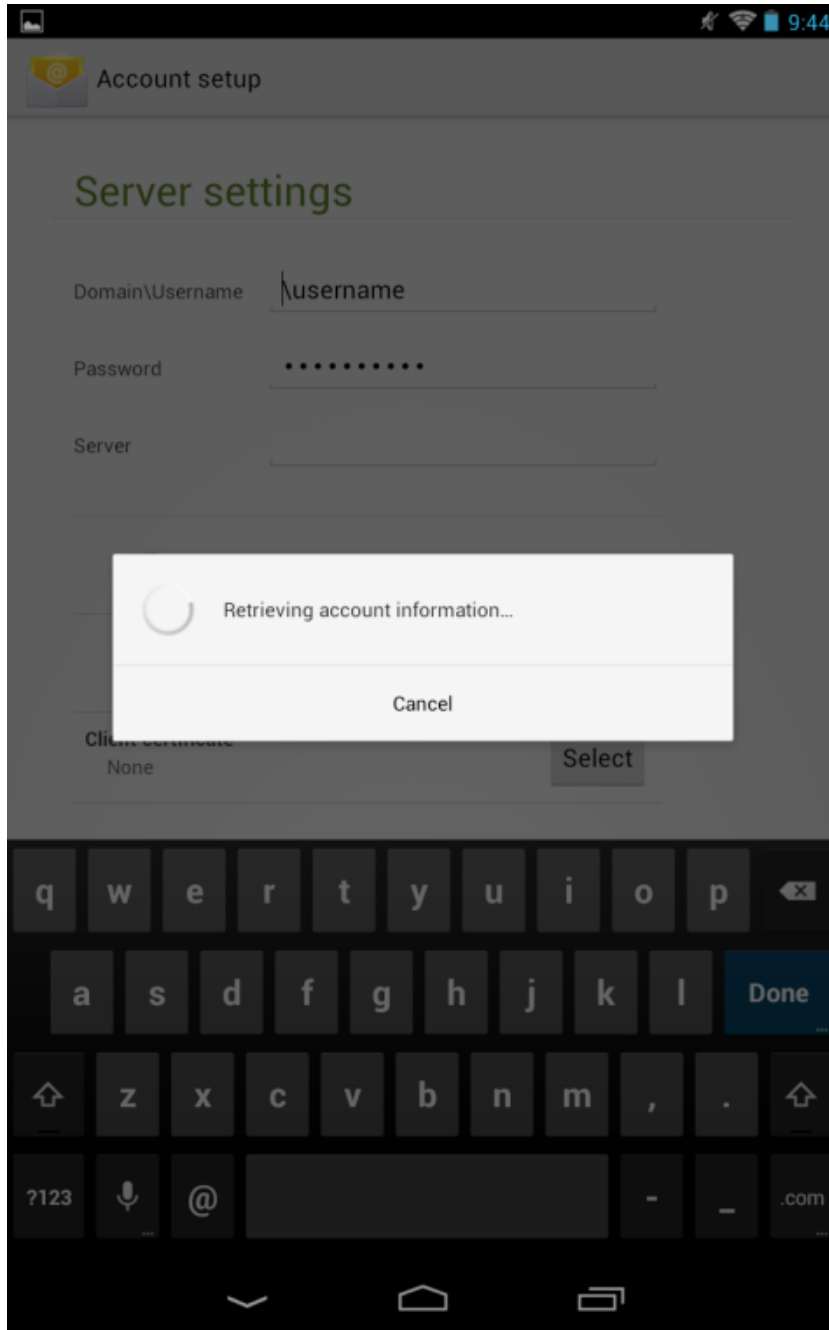
5. When the email account setup appears, enter in the following information:

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

And then select **Next**.



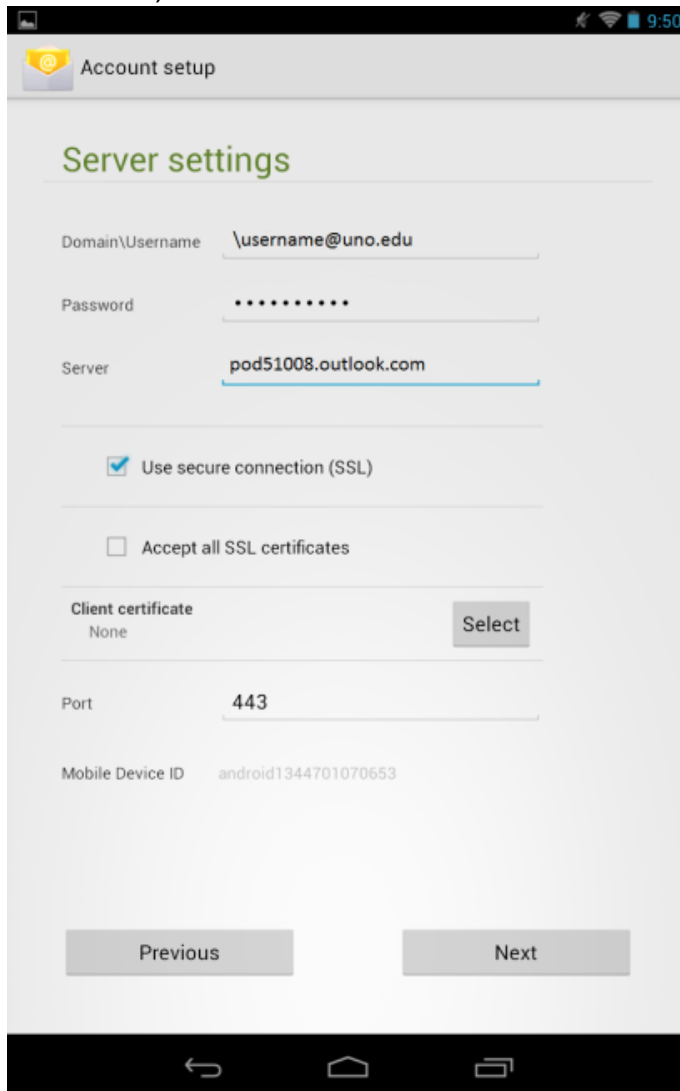
- You will see a "Retrieving Account information..." window, select **Cancel** before it finishes. It will fail and return you back to the previous page unless canceled before completing.



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**.

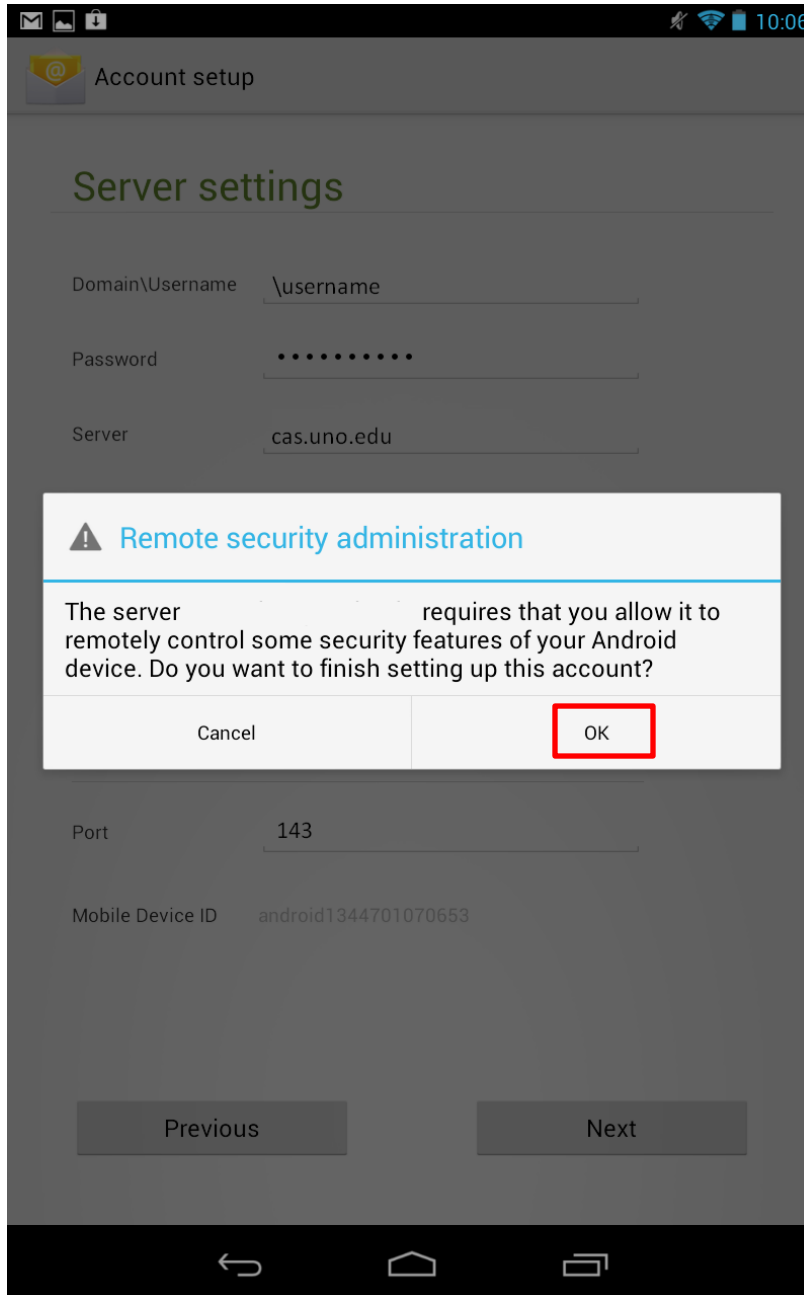


The screenshot shows an Android phone screen with the 'Account setup' app. The title bar says 'Account setup' with an email icon. Below it, the heading 'Server settings' is displayed in green. The form contains the following fields and options:

- Domain\Username: \username@uno.edu
- Password: masked with dots
- Server: pod51008.outlook.com
- Use secure connection (SSL):
- Accept all SSL certificates:
- Client certificate: None, with a 'Select' button
- Port: 443
- Mobile Device ID: android1344701070653

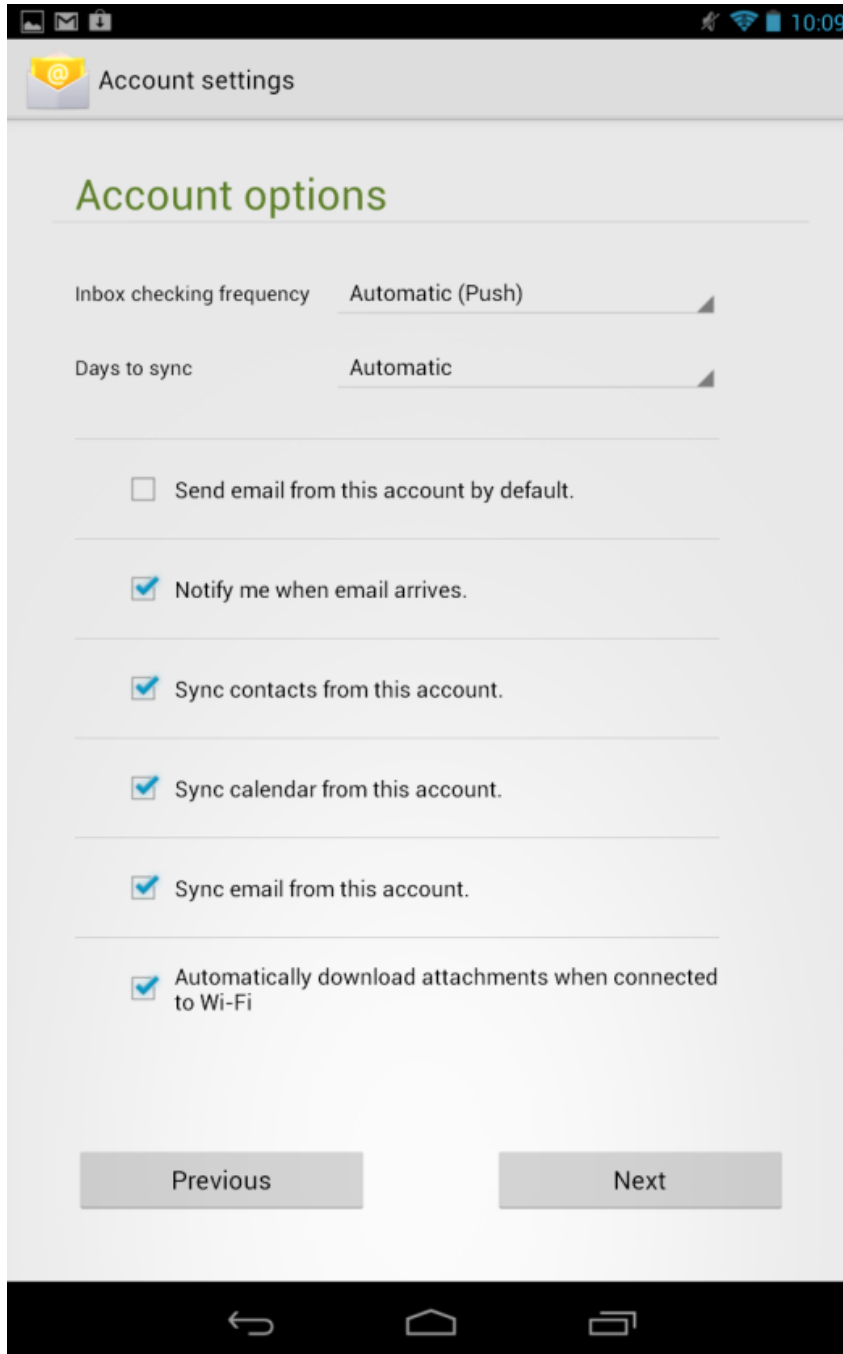
At the bottom of the form are two buttons: 'Previous' and 'Next'. The phone's status bar at the top shows the time as 9:50, and the Android navigation bar is visible at the bottom.

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



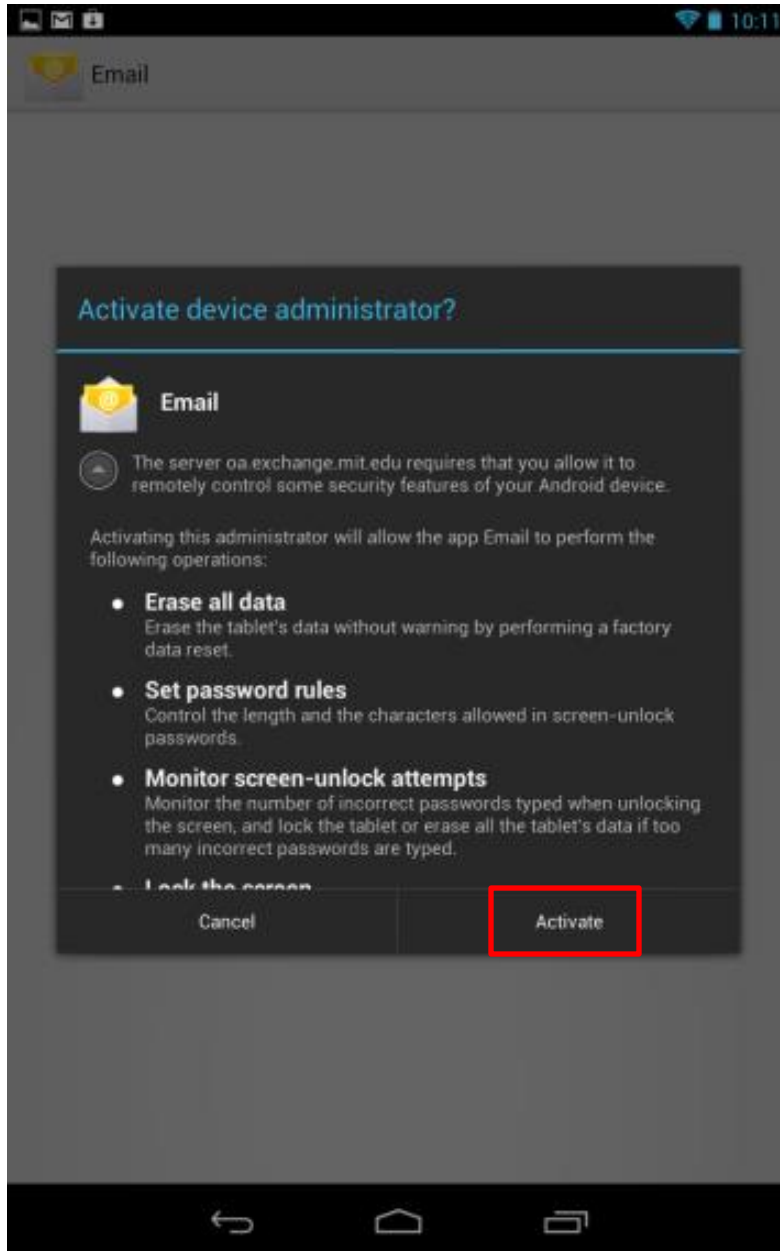
This is a default Microsoft Exchange ActiveSync (EAS) message. UNO does not remotely control user's device. Users do have the ability to remotely lock or wipe their device in the case the device is lost or stolen.

9. On the next screen, select the options that you prefer, and then select **Next**.

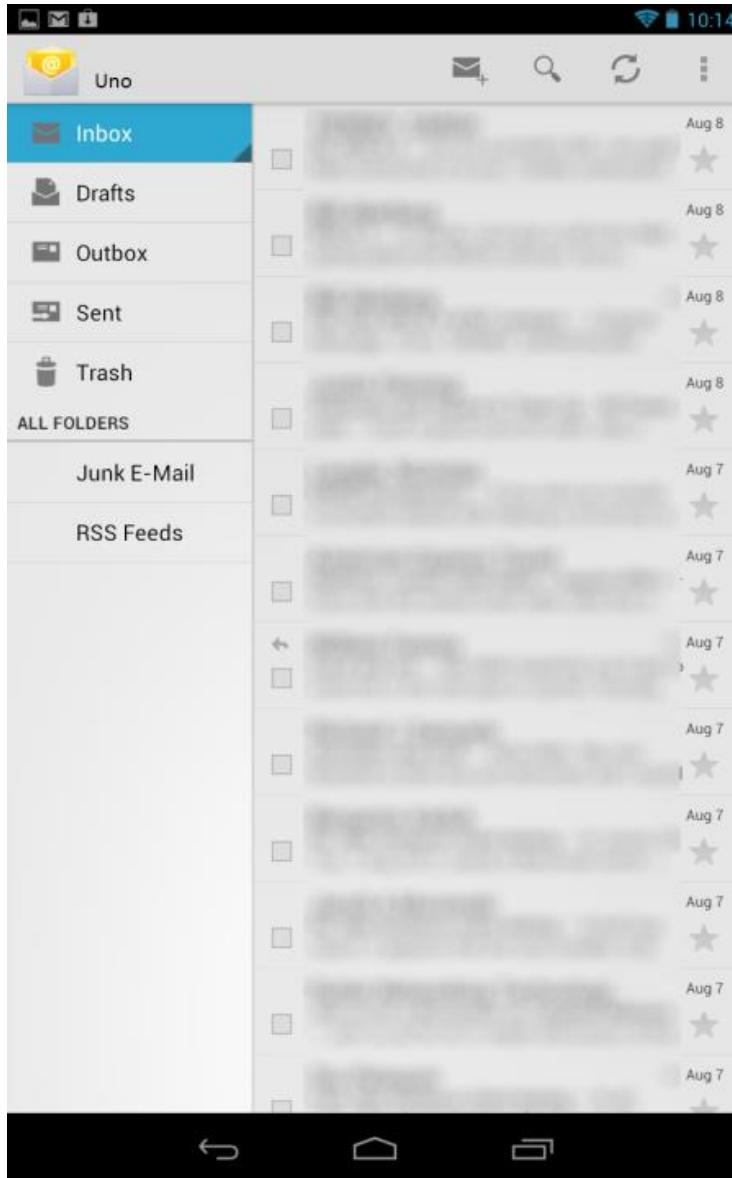


10. Give the account a name, and then select **Next**.

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.