

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**.



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

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	+	Add account	-		
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	1	About tablet			
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4. When the account type window appears, select Corporate.

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- 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.

Add an Exc	hange account	<i>∦</i> 💝 🗎 9:35
Email ac	ccount	
You can set u steps.	up an Exchange accour	nt in just a few
Email address	username@my.uno.ed	u
Password		
		Next
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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.

		# 🛜 🗎 9:44
Account setup		
Server set	tinas	
	ungo	
Domain\Username	username	
Password		
Server		
- Retr	eving account information	_
	Cancel	
None		Select
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- 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)

Server set	tinas		
Domain\Username	\username@uno.edu		
Password			
Server	pod51008.outlook.com		
Client certificate	II SSL certificates	Select	
Client certificate None	I SSL certificates	Select	
Client certificate None Port		Select	
Client certificate None Port	443	Select	

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

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	Account setup					
	Server set	tings				
	Domain\Username	\userna	me			
	Password	•••••	•••••			
	Server	cas.uno	.edu			
Γ	A Remote se	curity a	administra	tion		1
	The server remotely control s device. Do you wa	some se ant to fin	curity featur	res that you all es of your Andr ıp this account	oid	
	Cancel			ОК]	
	Port	143				
	Mobile Device ID					
	Previous	;		Next		
	<u> </u>)	\Box			

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.

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

 ▲ ▲ ◆ ■ 10:09 ▲ Account settings
Account options
Inbox checking frequency Automatic (Push)
Days to sync Automatic
Send email from this account by default.
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
Previous Next

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

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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.



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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 <u>helpdesk@uno.edu</u>. You may also stop by the Help Desk, located in the UCC Room 101.

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