



September 30, 2014

Connecting to Email on Android Devices

OVERVIEW

This guide will walk you through the steps to configure UW-Whitewater email on your Android device.

Step 1

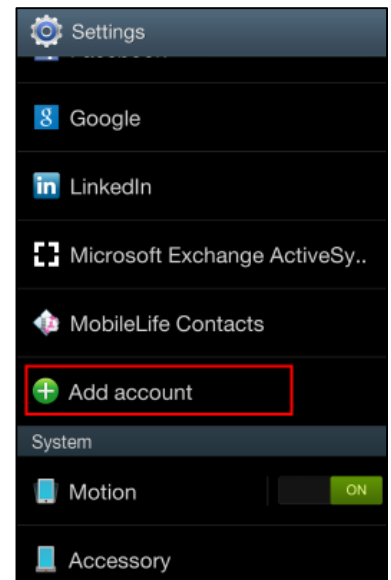
From your Android device, locate and tap the **Settings** button.



Step 2

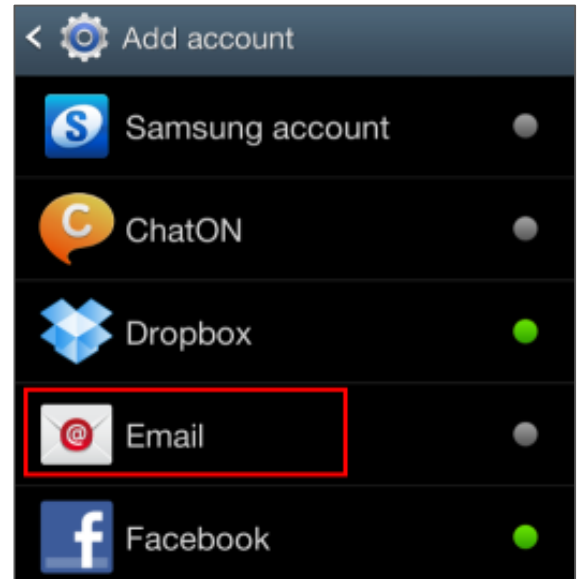
Locate and tap the **Add Accounts** button located under the “Accounts” option.

NOTE: You may need to scroll down the screen to locate option.



Step 3

Select **Email** from the available options.

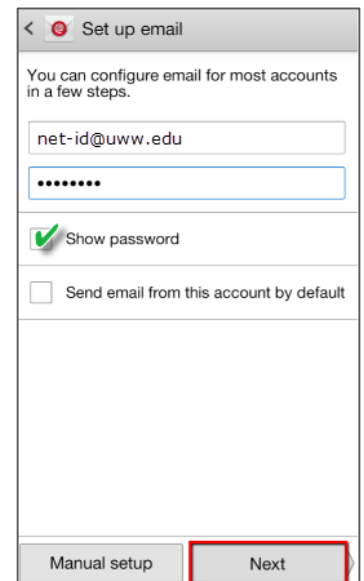


Step 4

Enter your UWW email address and password.

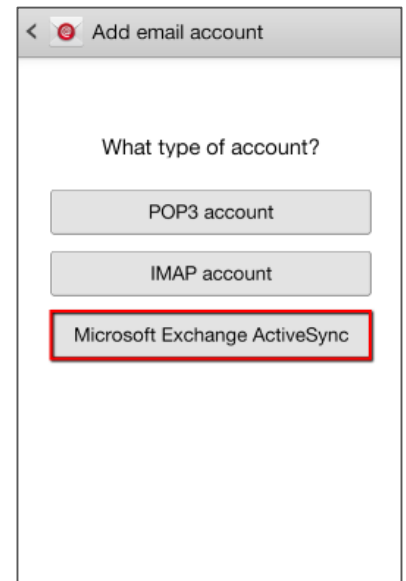
If you would like to send email from this account, check the checkbox option.

Click **Next** to continue.



Step 5

Select **Exchange** or **Microsoft Exchange** when asked to select an account type.



Step 6

Enter the following information:

- **Domain\Username:** uww.edu\Net-ID
- **Password:** Net-ID password
- **Exchange Server:** post.uww.edu

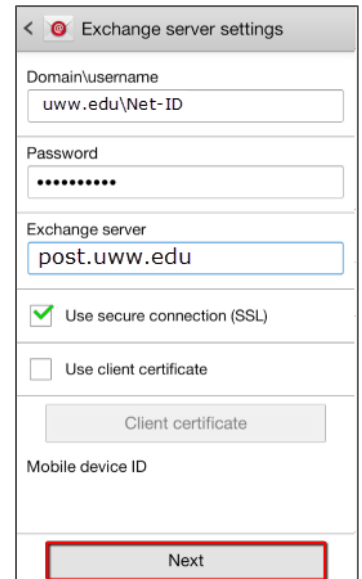
Note: Please replace the word Net-ID with your UWW Net-ID.

Click **Next** to continue.

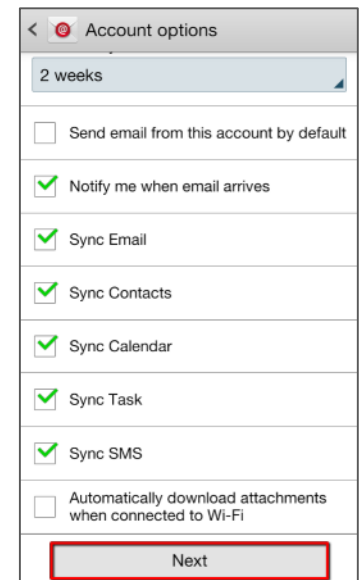
If you are prompted to accept a security certificate, please do so now.

Step 7

Select your email sync options. Click **Next** to continue.



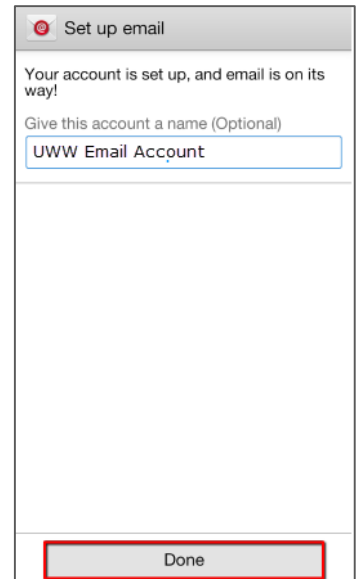
The screenshot shows the 'Exchange server settings' screen. It includes fields for 'Domain\username' (uww.edu\Net-ID), 'Password' (masked with dots), and 'Exchange server' (post.uww.edu). There are checkboxes for 'Use secure connection (SSL)' (checked), 'Use client certificate' (unchecked), and a 'Client certificate' button. A 'Mobile device ID' field is also present. A 'Next' button is highlighted with a red border at the bottom.



The screenshot shows the 'Account options' screen. It features a dropdown menu set to '2 weeks'. Below are several checkboxes: 'Send email from this account by default' (unchecked), 'Notify me when email arrives' (checked), 'Sync Email' (checked), 'Sync Contacts' (checked), 'Sync Calendar' (checked), 'Sync Task' (checked), 'Sync SMS' (checked), and 'Automatically download attachments when connected to Wi-Fi' (unchecked). A 'Next' button is highlighted with a red border at the bottom.

Step 8

Enter an account name. Click the **Done** button to continue.



Set up email

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

Give this account a name (Optional)

UWW Email Account

Done

Trouble Downloading or Installing?

Contact the TSC Technology Support Center Helpdesk at helpdesk@uww.edu or (262) 472-4357.