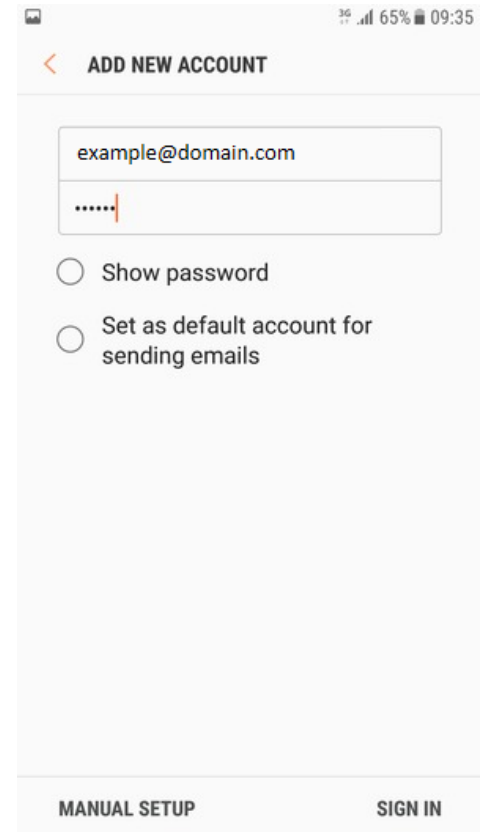


Adding and deleting an email account on your Android device.

Please follow the steps below to add your Exchange email account to your Android device, if you are re-adding an account that already exists on your device, you will need to first delete the account from your phone (See below under Delete)

Adding an account

1. From any Home screen, tap the **Apps icon**.
 2. Tap **Settings**.
 3. Tap **Cloud and accounts**(on older versions on Android this would be called **Accounts**).
 4. Tap **Accounts**.
 5. Tap **+Add account**.
 6. Select the account type (Select Email) you wish to setup.
 7. Enter your email address and select Manual setup at the bottom of the window.
-
8. Select Exchange/Microsoft Exchange Active Sync (depending on mail app of choice)



ADD NEW ACCOUNT

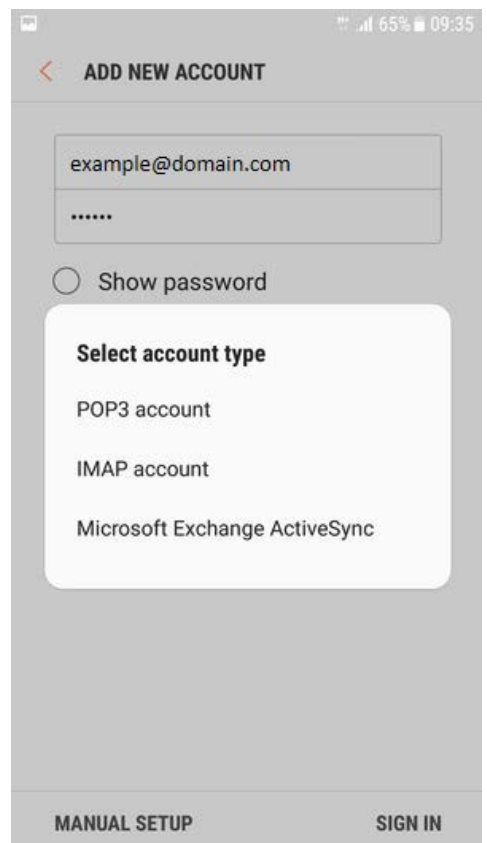
example@domain.com

.....

☐ Show password

☐ Set as default account for sending emails

MANUAL SETUP SIGN IN



ADD NEW ACCOUNT

example@domain.com

.....

☐ Show password

Select account type

POP3 account

IMAP account

Microsoft Exchange ActiveSync

MANUAL SETUP SIGN IN

9. Edit incoming email configuration settings, as necessary.

1. Email Address: Your email address
2. Domain\username: Your email address
3. Password: Your current email/server password
4. Server Settings:
 - a. Exchange server: mail.vdinetworks.com
 - b. Use secure connection (SSL): ON
 - c. Use client certificate: OFF

10. Tap Sign In.

The screenshot shows the 'EXCHANGE SERVER SETTINGS' screen. Under the 'ACCOUNT' section, there are three input fields: 'Email address' with the value 'example@domain.com', 'Domain\username' with the value 'example@domain.com', and 'Password' with masked characters '.....'. Below these fields is a radio button labeled 'Show password'. Under the 'SERVER SETTINGS' section, the 'Exchange server' field contains 'mail.vdinetworks.com'. There are two radio buttons: 'Use secure connection (SSL)' which is selected with a checkmark, and 'Use client certificate' which is not selected. At the bottom right, there is a 'SIGN IN' button.

11. Read the Activate Email disclaimer and tap OK to accept.

12. Set the email check frequency, retrieval size, and notification options, as desired.

13. Tap Next .

14. Enter an account name (optional).

15. Tap Done

This screenshot shows the same 'EXCHANGE SERVER SETTINGS' screen as the previous one, but with a dialog box overlaid. The dialog box is titled 'Remote security administration' and contains the text: 'Server mail.vdinetworks.com must be able to remotely control some security features on your device. Continue?'. At the bottom of the dialog box are two buttons: 'CANCEL' and 'OK'. The background settings are dimmed but visible.

Deleting an account

1. From any Home screen, tap the **Apps icon**.
2. Tap **Settings**.
3. Tap **Cloud and accounts** (on older versions of Android this is just called **Accounts**).
4. Tap **Accounts**.
5. Select the account type you wish to delete.
6. Tap the **MORE(3 dots in the top right corner)** icon.
7. Tap **Remove account**.
8. Tap **REMOVE ACCOUNT** to confirm.