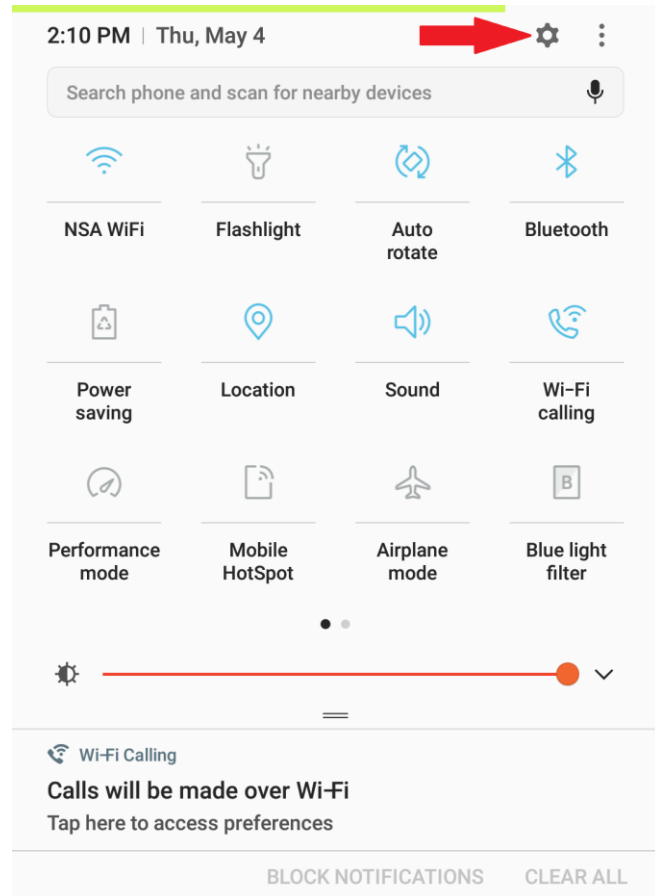


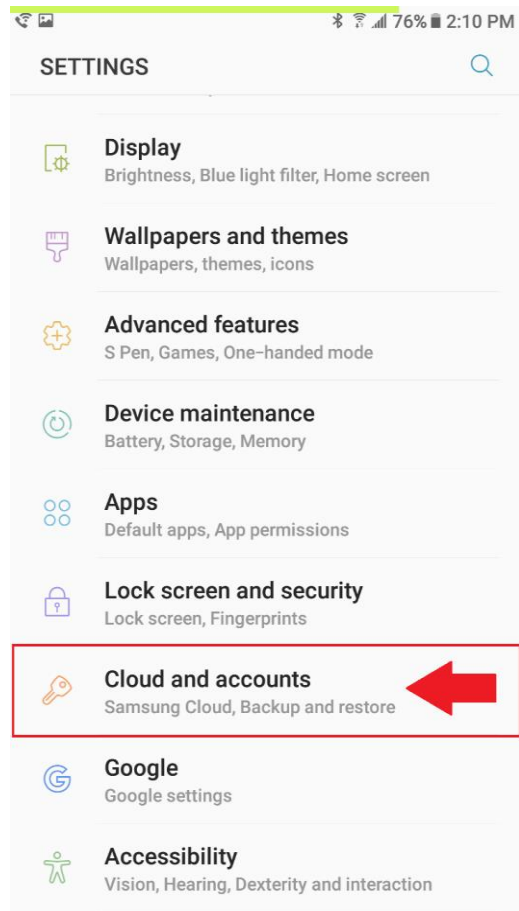
Setting up your Android device with Emailinacloud

Search for the **Settings** App or swipe down from the top of the screen to access your Notifications screen. From there tap the small gear icon to access the settings app.

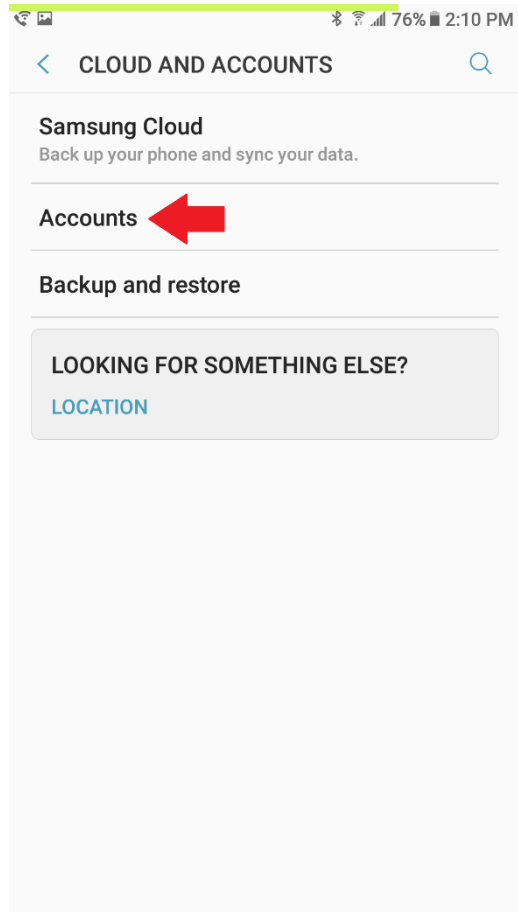


When inside the Settings app, scroll down and locate the **Accounts** section.

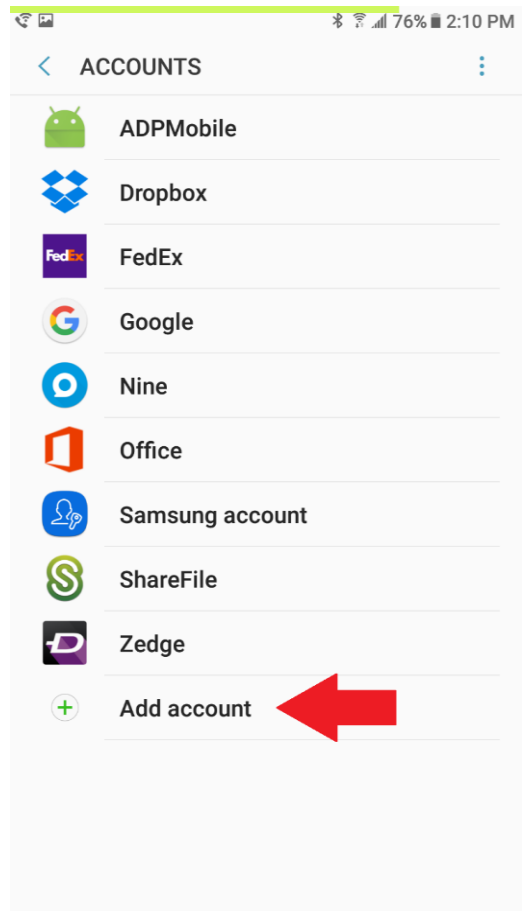
**Depending on your version of Android and phone manufacturer, this setting can sometimes be labeled differently per brand but should always include the word "Accounts" in the name.



When tapping the Accounts option, if prompted by another menu, please select the next **“Accounts”** option.

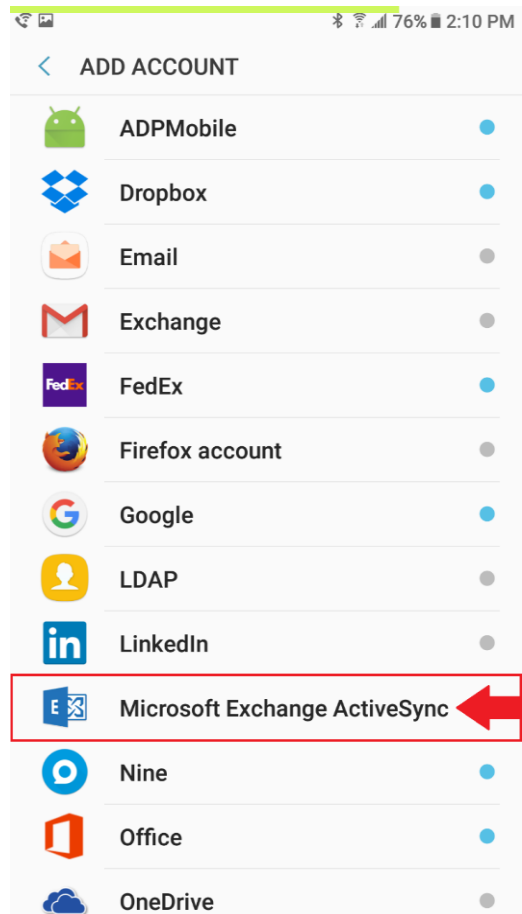


Then choose the “**add account**” option.



When asked for the account type, please choose **Microsoft Exchange**

(Can also go by the name; corporate email/Microsoft Exchange Active Sync/Exchange)



When prompted, please enter your company email address and password. Then tap the **“Manual Setup”** option.

EXCHANGE ACTIVESYNC

emailaddress@domain.com

.....

Show password

MANUAL SETUP SIGN IN

When entering your account information please make sure to use the correct format.

Email address:

emailaddress@company.com

Domain\Username:

Firstname.lastname@company.com

Mail Server/Exchange Server:

mail.emailinacloud.com

Leave all other settings to default, then tap **Next** to continue...

EXCHANGE SERVER SETTINGS

ACCOUNT

Email address
emailaddress@company.com

Domain\username
firstname.lastname@company.com

Password
.....

Show password

SERVER SETTINGS

Exchange server
mail.emailinacloud.com

Use secure connection (SSL)

Use client certificate

CLIENT CERTIFICATE

Mobile device ID
SEC1ED4C3E16BE64

NEXT

Here you will select the preferences for the account.

- **Period to sync Email**
 - Sets the amount of days to sync emails on the mobile device (Ex: 3 days will sync the last 3 days worth of emails. All will sync the entire email account to the mobile device)
- **Sync Schedule**
 - Set the sync schedule for the email account (auto/push allows for best performance)
- **Period to sync Calendar:**
 - Sets the amount of days to sync Exchange calendar events

Once the settings have been set to your preferences, tap **Next** to finalize the setup. Shortly after tapping next, the new account will begin populating emails from your account.

