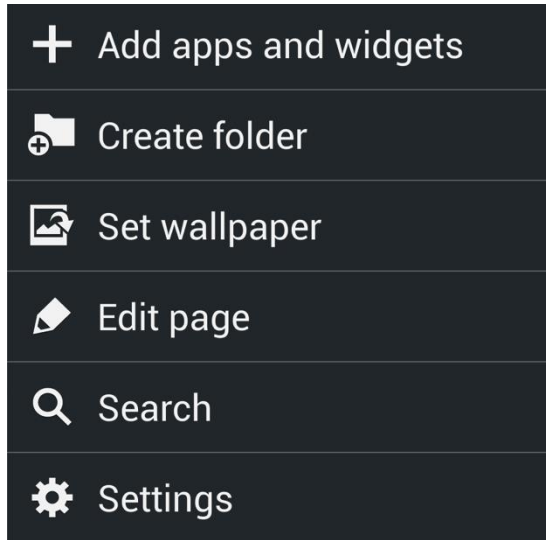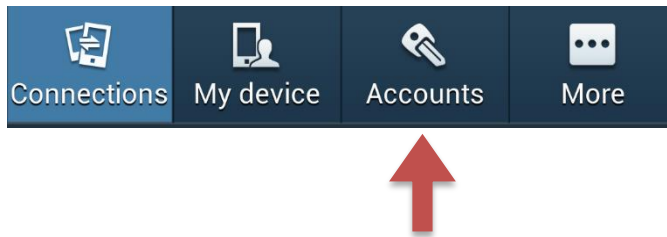1. Start the android. From the main screen, use the option button to see additional options from your home screen and choose **Settings**.
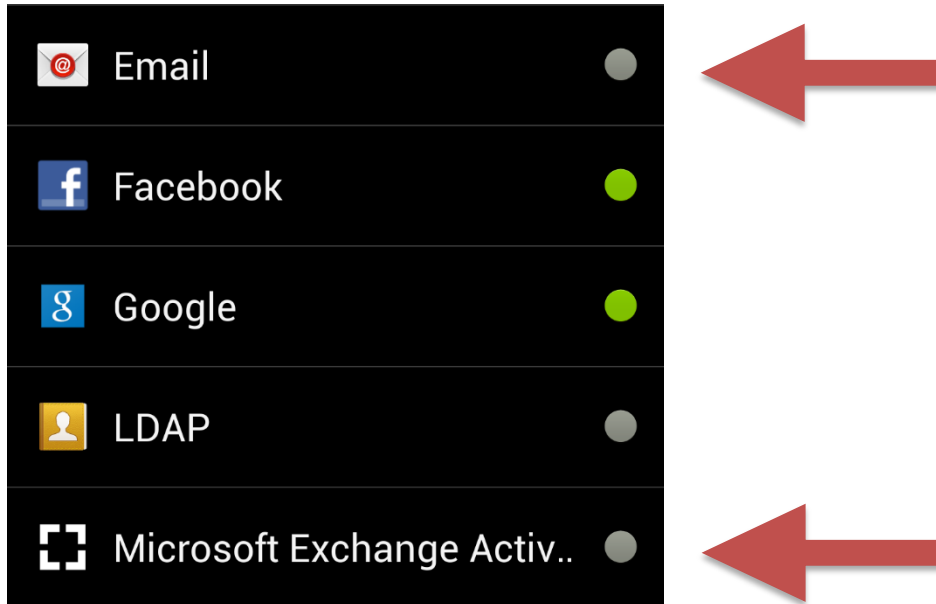

2. From here, you have the option to change several settings. Tap on the '**Mail, Contacts, Calendars'** tab. Then tap on '**Add Account'**. You will be presented with a list of e-mail servers.
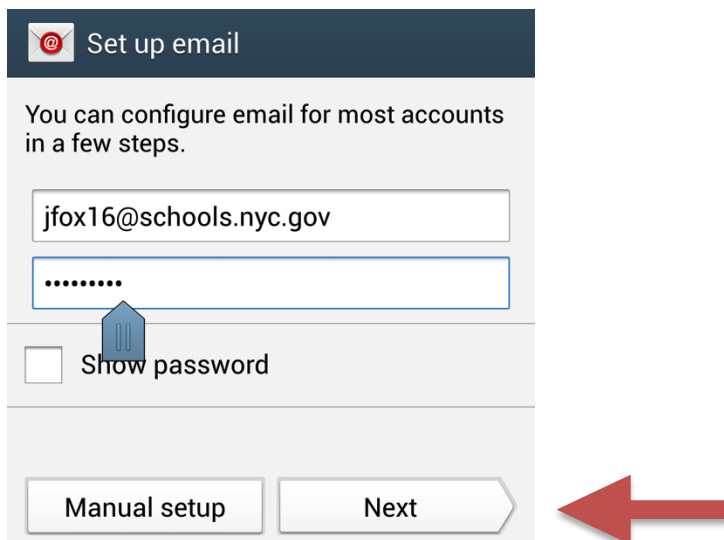

3. From the **Accounts** menu, choose **Add Account.**

Date Revised: 8/21/2015

4. From the **Add Account** menu, choose **Email**. (You may also choose **"Microsoft Exchange Activ…")** If **Email** is not an option.
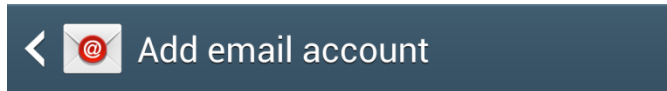

5. From the **Email** menu, enter your **DOE** username and password and click **Next**.

6. When asked what type of account, choose **Microsoft Exchange ActiveSync**.

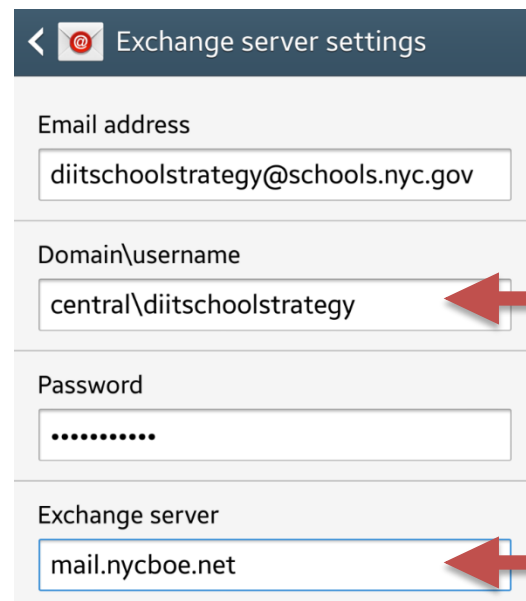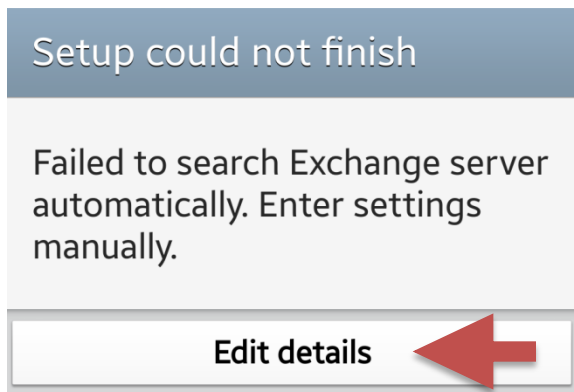‹ @ **Add email account**

What type of account?

POP3 account
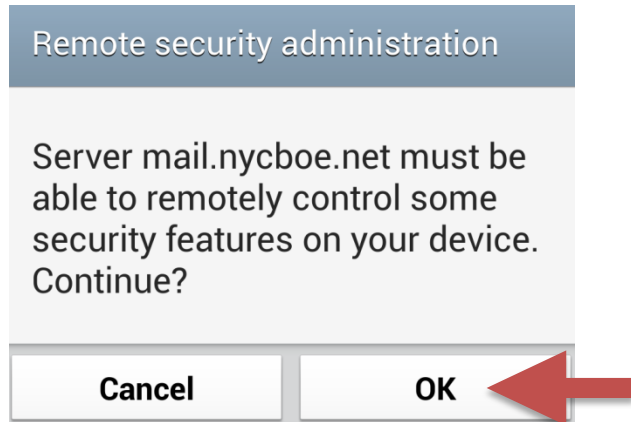
IMAP account

Microsoft Exchange ActiveSync

POSSIBLE ERROR MESSAGE: Some users have seen the following message. If you do see this message, please choose **Edit Details** and manually enter the domain (typically "central") and Exchange Server ("mail.nycboe.net")

Setup could not finish

Failed to search Exchange server automatically. Enter settings manually.

Edit details

‹ @ Exchange server settings

Email address

diitschoolstrategy@schools.nyc.gov

Domain\username

central\diitschoolstrategy

Password

•••••••••

Exchange server

mail.nycboe.net

7. Respond to any prompts. Every device varies. For example, on a Galaxy, you may be asked if you want to allow the server to control some security features. Click **OK**, otherwise you will be exited from the setup.

8. Configure your personal settings. You can choose when to sync, whether you want your schedule to also sync, how much of your calendar to sync, if you'd like your contacts and more!
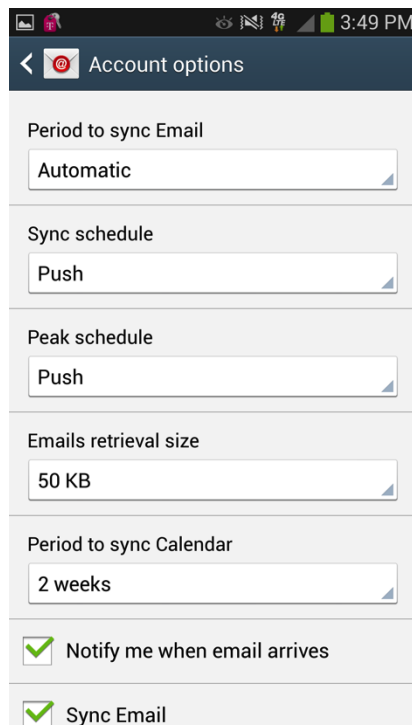
For more information, visit http://schools.nyc.gov/tech or email us at tech@schools.nyc.gov