

Samsung Galaxy (Android) Email Guide

- From the home screen, tap **Email**.
 - Note:** If the **Email** icon has been removed from the home screen, tap **Apps** and then scroll to and tap **Email**.
- Enter the **Email address** and **Password**. Tap **Next**.
 - Note:** If an email account is already set up, tap the **Menu** key, tap **Settings**, and tap the + icon.
- The handset will attempt to set up the account automatically.
- If the settings are found, tap the desired **Account options** and tap **Next**. Enter a name for the account and then tap **Next**. The email account is now set up.
 - If the settings are not found, tap **Microsoft Exchange ActiveSync**.
- If a **Setup could not finish** message appears, tap **Edit details**.
- Ensure the **Domain/username** and **Exchange server** are correct:
 - Domain/username** : **CORP\username**
 - Exchange server** : **webmail.ctshirts.co.uk**
- The password is automatically populated from the previous steps.
- Tap to check or uncheck **Use secure connection (SSL)** and **Use client certificate** as required.
- Tap **Next**.



- The handset will attempt to verify the account settings.
- If a **Setup could not finish** prompt appears, tap **Edit details** and confirm the settings are correct.
- If an **Activation** message is displayed, read the notice and tap **OK**.
- Tap to set the account delivery and synchronization options.
- When finished, tap **Next**.
- Enter a name for the Exchange account e.g. 'CT Mail', then tap **Done**.
- The email account is now set up.