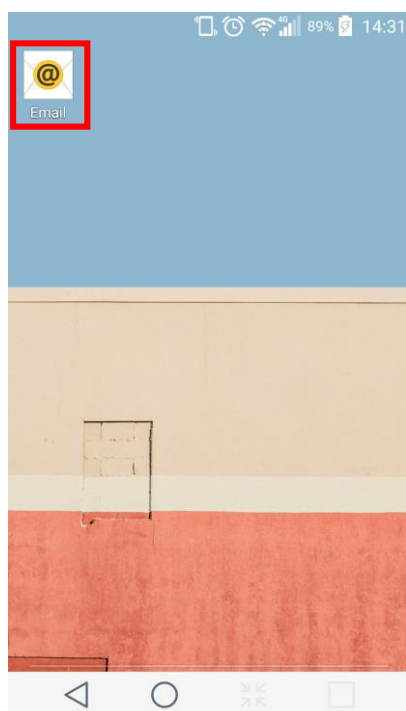
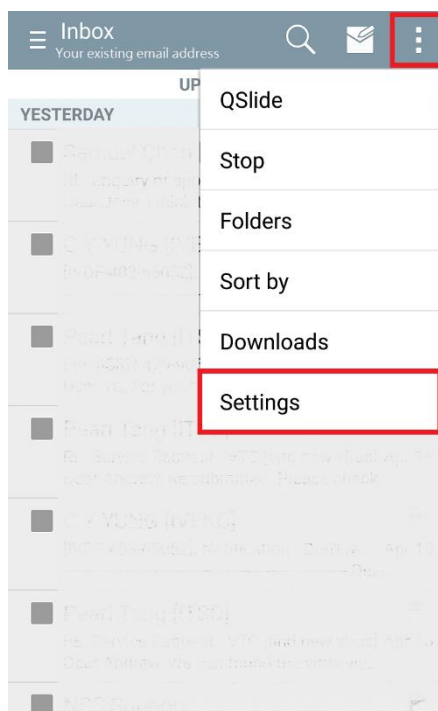


Setup Email on Android 5.0 or above

1. Select "Email" in your Android device.

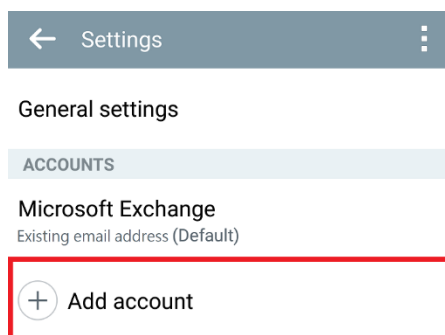


2. If this is the first time you setup an email account, please go to step 4.
If you already set up another email account in the Email app, please click the button in the right-hand corner, then select "Settings".

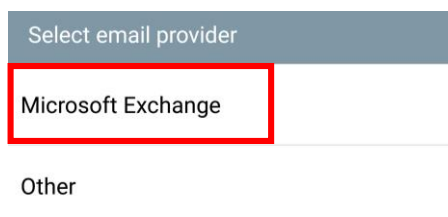


Setup Email on Android 5.0 or above

3. Select “Add account”



4. Select “Microsoft Exchange”.



5. Enter your VTC email address (*for example: <<your CNA username>>@vtc.edu.hk*) and <<your CNA password>>) and click “Manual setup”.

Microsoft Exchange

Email address

<<your CNA username>>@vtc.edu.hk

Password

<<your CNA password>>

Show password

Manual setup Next

6. Edit the Server address to “webmail.vtc.edu.hk”, click “Next”.

Server settings

Email address

<<your CNA username>>@vtc.edu.hk

Server address

webmail.vtc.edu.hk

Domain

Domain

Port number

443

Username


<<your CNA username>>


Password

Back Next

7. Click “Activate” to activate phone administrator.

Activate phone administrator?

 **Email**

 The server for jennieb@vtc.edu.hk requires that you allow it to remotely control some security features of your phone.

Activating this administrator will allow the app Email to perform the following operations:

- Erase all data**
Erase the phone's data without warning, by performing a factory data reset
- Change the screen-unlock password**
Change the screen-unlock password
- Set password rules**
Control the length and the characters allowed in screen-unlock passwords
- Monitor screen-unlock attempts**
Monitor the number of incorrect passwords typed. when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.

Cancel **Activate**

8. Select the items you want to sync in your device, then click “Next”

Account settings

Select items to sync.

Sync Email	<input checked="" type="checkbox"/>
Sync SMS	<input checked="" type="checkbox"/>
Sync Contacts	<input type="checkbox"/>
Sync Calendar	<input type="checkbox"/>
Sync Tasks	<input type="checkbox"/>

Update schedule
Push

Days to sync email
1 day

Back **Next**

Setup Email on Android 5.0 or above

9. Setup account name (optional) and then click “Done”.

Setup completed

Your account is set up and ready to use.

Account name

(Optional) Customize account name

Your name

< <your CNA username> >@vtc.edu.hk

Set as default account

Add account Done