1. Click the menu button/launcher on your device.

2. Then select the email icon.
3. Insert your credentials, same ones as if you were logging into your computer. Then select manual setup, and click Exchange.
4. Ensure that your device matches the information in the picture, Domain should be **sfasu.nac** and Server will be **mymail.sfasu.edu**, Once finished click Next, and the following loading screen will popup.
5. Next a security menu will open, select **OK** and wait for the next menu to open.
6. Pay close attention to the Checkmarks in this menu, do keep in mind that if you select “Sync contacts from this account” that it will store everyone’s SFA email contact info in your phone’s contact list. If you have other email accounts set to this device then you may not want to set this one as the default, ensure that your settings are how you like them and then click next.
7. Another security prompt should pop-up, simply click **Activate**
8. The next screen will just ask you what you want this Account’s Name to be, this can be whatever you want. When finished entering the name you chose, press next.
9. Your Exchange Mailbox is now Setup! You may now send and receive email directly from your device!