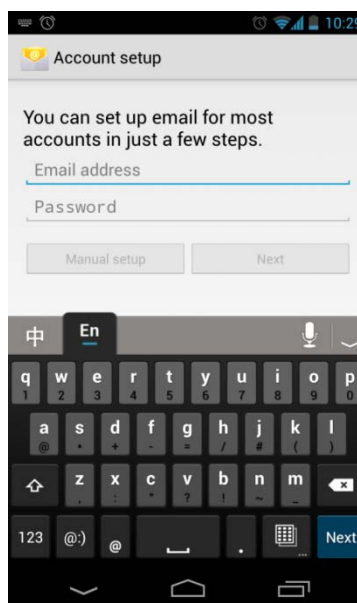


Cogswell E-mail Setup Instruction *for Android Mobile Phones and Tablets*

These steps are for setting up a new e-mail account on your Android-based phone or tablet. (Note: If you already have an old Cogswell e-mail account on the device you'll need to remove it first.)

Your screen might look slightly different due to altered manufacturer's settings and Android Rom versions.

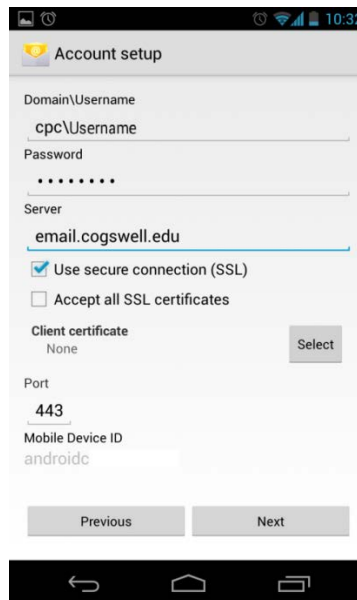
1. Go to Create or Add a new account.
Enter your **Cogswell e-mail address** and **Password**, then select **Next**.



2. Select **Exchange**.

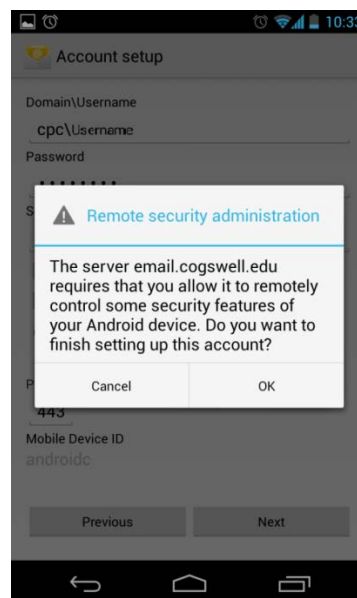


3. In the **Domain\Username** field enter “**CPC\<Your Cogswell Username>**” (without @cogswell.edu), such as CPC\jdoe and enter your **Password**

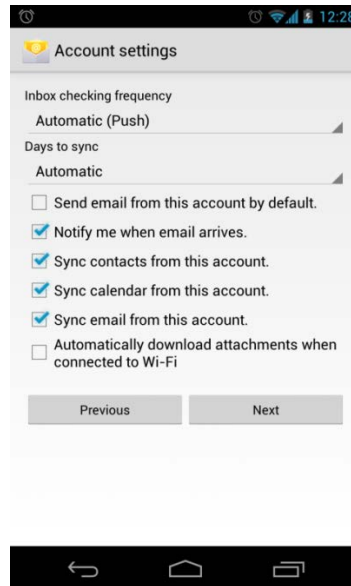


In the **Server field** enter “**email.cogswell.edu**”.
Check “**Use Secure connection (SSL)**” and make sure that **Port** number is “**443**”
Select **Next**.

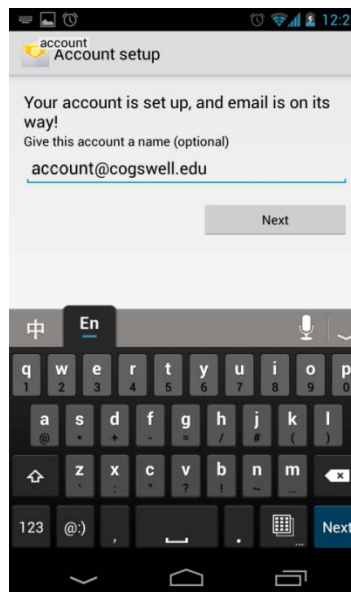
4. Select “**OK**” (or “**Accept**”) if you see a prompt for Remote security features.



5. On the next screen you can select the optional settings you for your device, then select **Next**.



6. A prompt should appear confirming that your account is now set up. You have an option to give this account a name under which it will appear on your device (it *does not* need to be your name or e-mail address). Click **Next**.



7. On the last screen you will be prompted to activate your account. Select “**Activate**” and your e-mail account will start synchronizing with the server (it might take a couple of minutes before your e-mail messages will appear on the phone/tablet).

