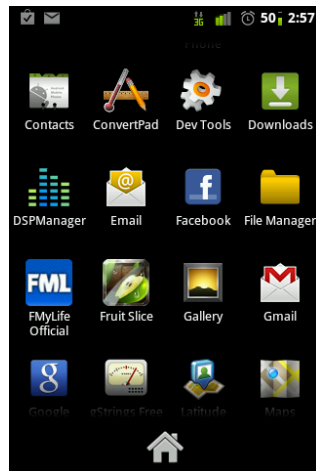
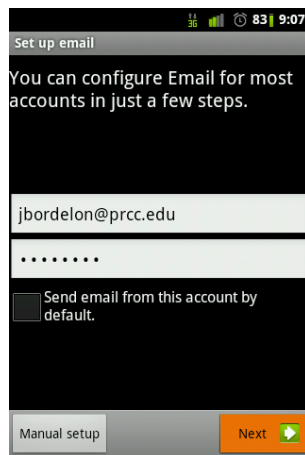


# Setting up an Android phone to check you PRCC faculty/staff email

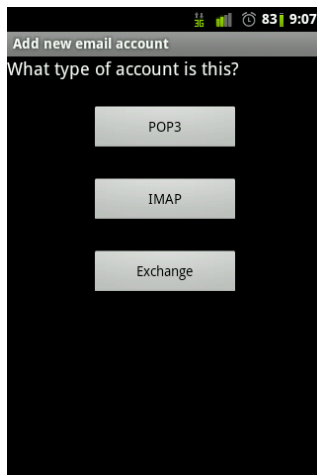
1. Make sure you have the Email app on your phone.



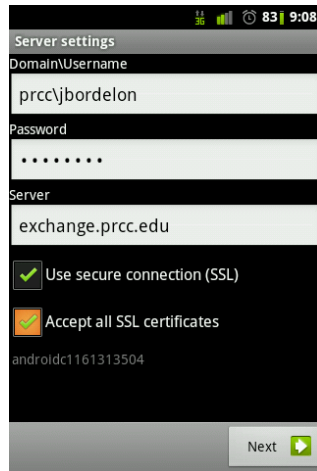
2. After starting up the Email app, you should see a screen similar to the following. Enter your faculty email account and password, then touch 'Next' button.



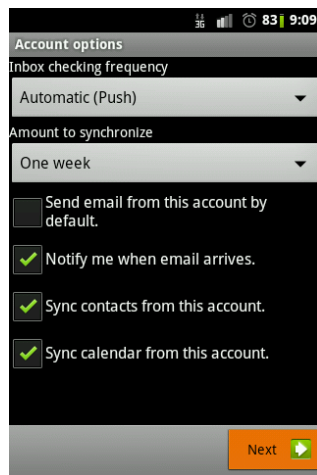
3. After you see the following screen, touch the 'Exchange' button.



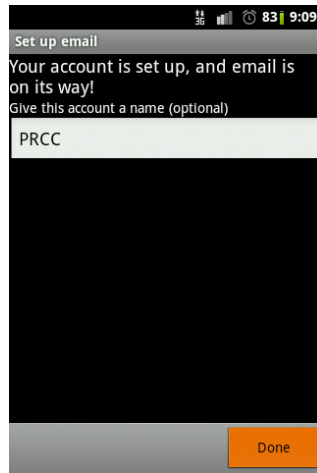
4. Now make sure your settings match what you see in this screen, replacing 'jbordelon' with your user name. Make sure you put 'exchange' before prcc.edu in the Server box. Touch the 'Next' button when done.



5. The following screen is where you will set your personal preference as to how you want to handle you email. Touch the 'Next' button when done. **NOTE:** *under the 'Amount to synchronize', if you choose 'One day', email older than a day will no longer be on your phone, 'Three day' will keep email only three days old, 'One month', etc. Anything older then the option you choose will need to be accessed via a computer.*



6. You should now see a similar screen. You can name this whatever you want. **NOTE:** *You may also have an entry for 'Your Name (displayed on outgoing messages)', just enter whatever you would like to have as a signature from your phone for this account.* Touch the 'Done' key when finished.



7. After a few moments, you should now see your emails that matched the sync setting you made earlier (ie – One day, Three day, etc).

