Android - Updating Email settings

If work emails are currently received on an Android device this email account will need to be removed first before re-adding it again. Please ensure the device is connected to Wi-Fi (Internet)

Please note some older Android devices will complain of a certificate error after following these instructions. Please follow the instructions for 'Mobile – Android (older devices)' for details on how to setup older devices.

Please follow 1. To remove your email account from an Android device

Please follow 2. To add email account to an Android Device

1.Removing email account from an Android device

1.1 Open Email



1.2 Select the menu on the left hand side



1.3 Select the settings cog wheel

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		ŝ	SORT BY
firs	tname.lastname@toiohom	ai	Ļ
		•	iced 15:07
	Inbox	1	13:49
	Unread	1	s 7
VIP	VIPs		
\bigtriangledown	Elagod		

1.4 Select your email account to remove

F 5 F	ຈີນ 🕯 15:07
< EMAIL SETTINGS	
ACCOUNTS	
firstname.lastname@toioho Last synced on 19/10/18 15:07	mai.ac.nz
+ Add account	

1.5 Select remove



1.6 Select remove to confirm

Removing this email account from your device will delete all the account's emails, contacts, and other data from the device storage.





2.Adding an email account to an Android device

2.1 Select settings



2.2 Select Cloud and accounts

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SETT	INGS	Q
\oplus	Advanced features One-handed mode	
0	Device maintenance Battery, Storage, Memory	
00	Apps Default apps, App permissio	ons
<u>?</u>	Lock screen and secu Lock screen	ırity
P	Cloud and accounts Samsung Cloud, Backup and	d restore

2.3 Select Accounts



2.4 Select Add account



2.5 Select Microsoft Exchange Active-Sync



2.6 Enter your Toi Ohomai email address and password



2.7 If the exchange server settings are not automatically populated at step 2.6 you can also enter them manually.

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< EXCHANGE SERVER SETT	INGS
ACCOUNT	
Email address	
firstname.lastname@toioh	omai.ac.nz
Domain\username	
\firstname.lastname@toio	homai.ac.nz
Password	
······	
Exchange server	
mail.toiohomai.ac.nz	
Use secure connection	(SSL)
O Use client certificate	
CLIENT CERTIFICAT	E
Mobile device ID	
DONE	

2.8 Select Ok



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15:02 🗋 🕄 🙃

< DEVICE ADMINISTRATOR

Email

Server mail.toiohomai.ac.nz must be able to remotely control some security features on your device.

Activating administrator will allow Email to perform the following operations:

Erase all data

Erase phone's data without warning, by performing factory data reset.

Set password rules

Control the screen unlock password length and character restrictions

Monitor screen unlock attempts Monitor number of incorrect passwords

entered when unlocking screen, and lock phone or erase all phone data if too many incorrect passwords are entered.

Lock the screen

Control how and when the screen locks

Set screen unlock password expiry

Control how frequently the screen unlock

CANCEL



2.10 Create a phone PIN you will remember if one is not currently setup

🖾 🖬 🖬 🖬 13:22			
SET PIN			
Tap Continue when finished.			
Remember this PIN. It will be required to			
unlock your phone after restarting.			
O Confirm PIN without tapping OK			
CANCEL			

2.11 Your email is now setup and can be accessed through the Samsung email app

