

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

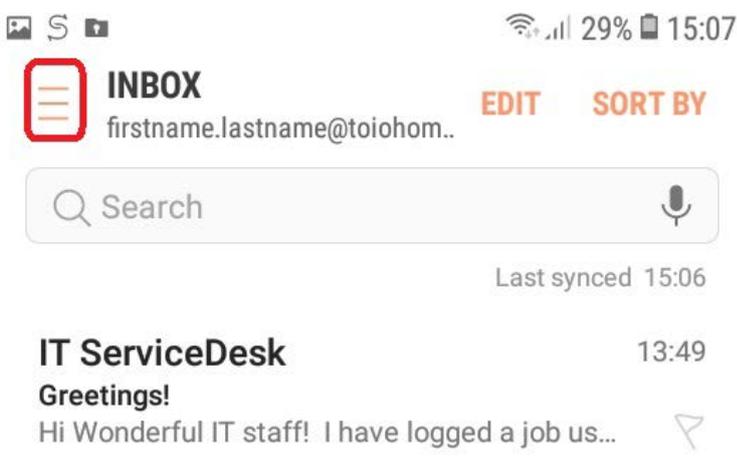
Please follow 2. To add email account to an Android Device

1.Removing email account from an Android device

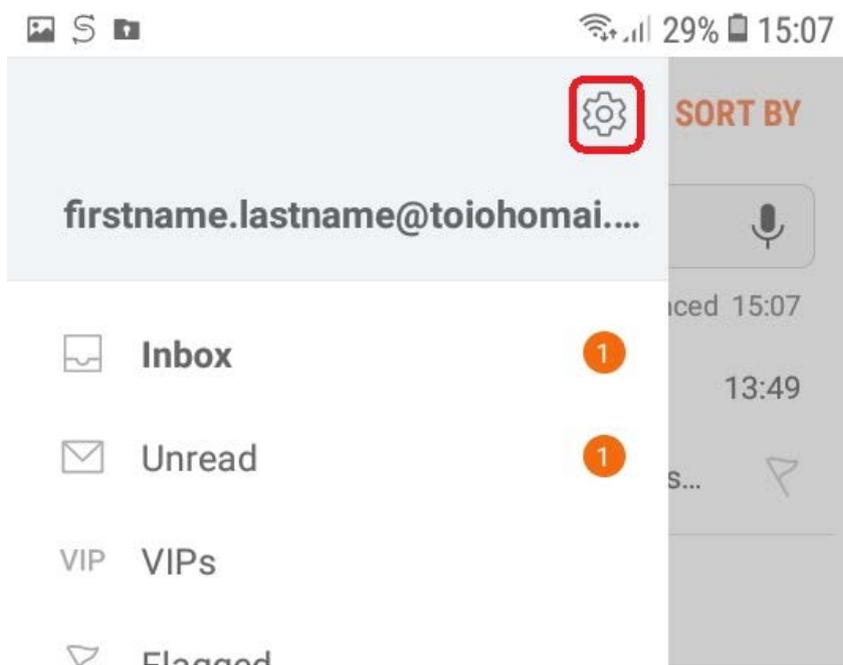
1.1 Open Email



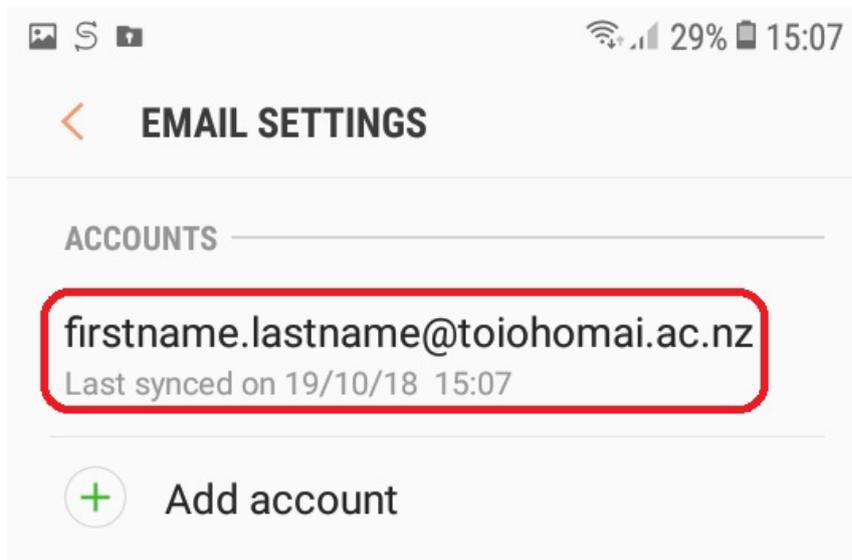
1.2 Select the menu on the left hand side



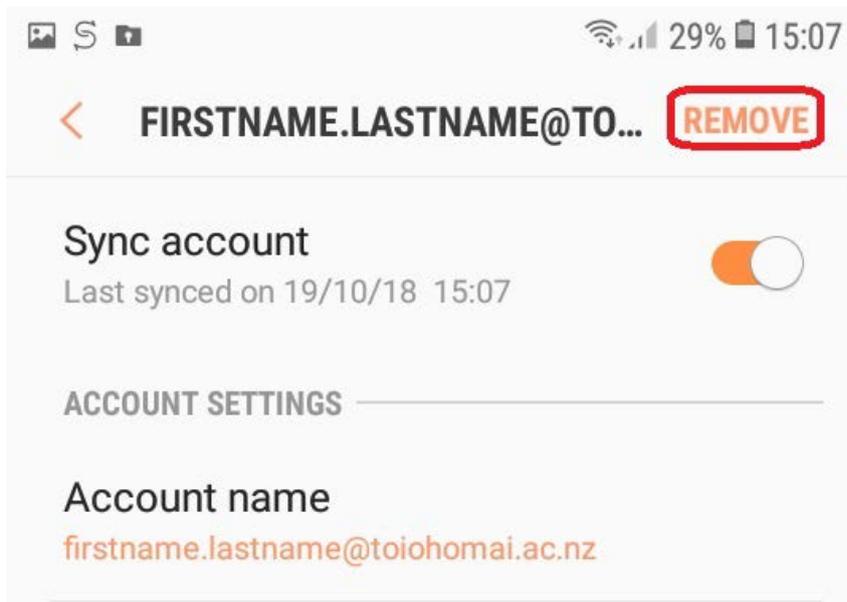
1.3 Select the settings cog wheel



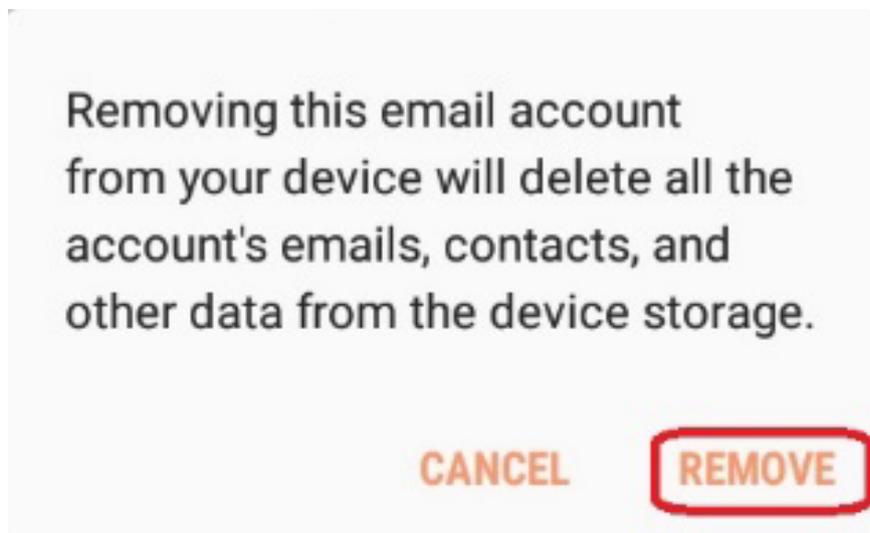
1.4 Select your email account to remove



1.5 Select remove



1.6 Select remove to confirm

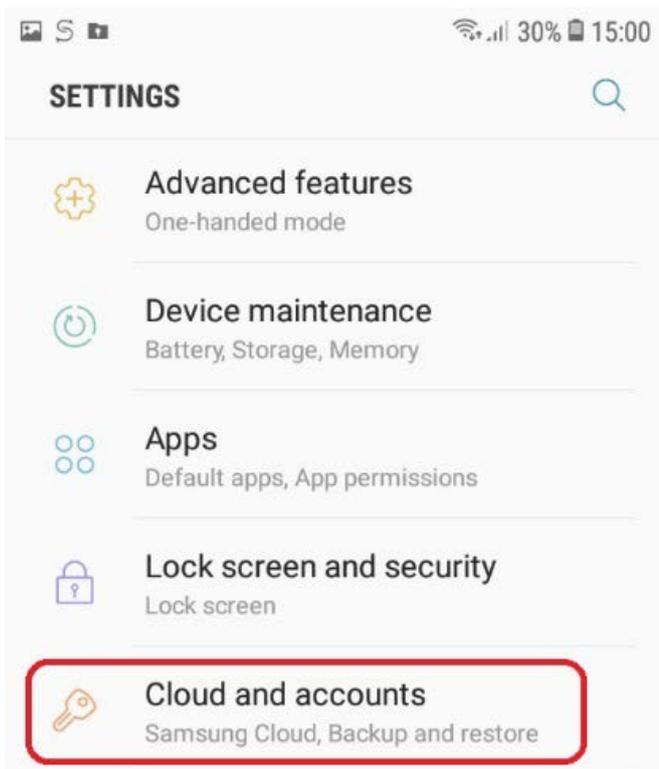


2.Adding an email account to an Android device

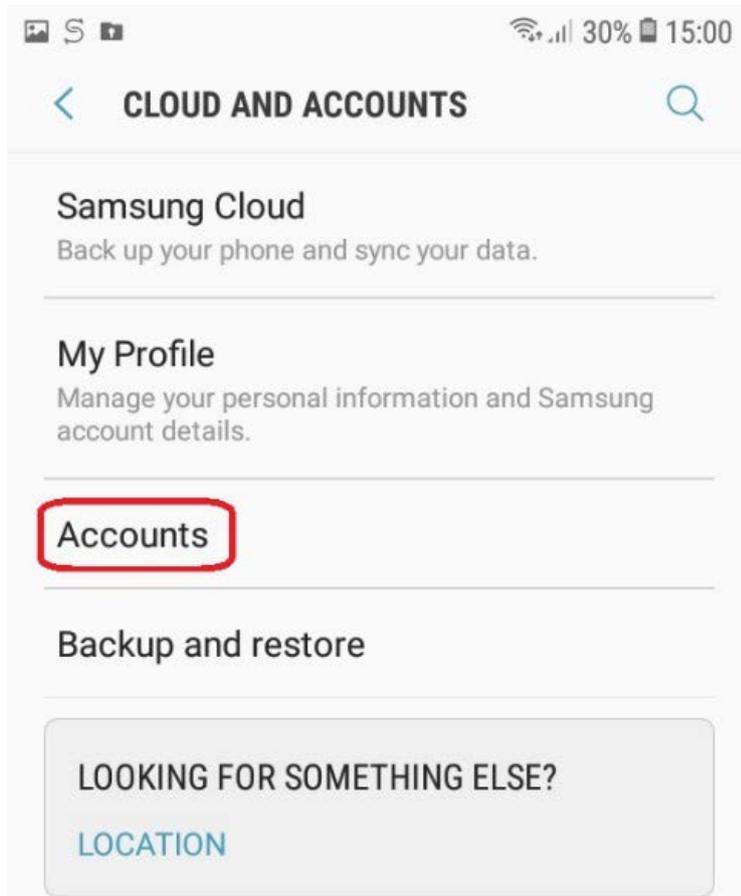
2.1 Select settings



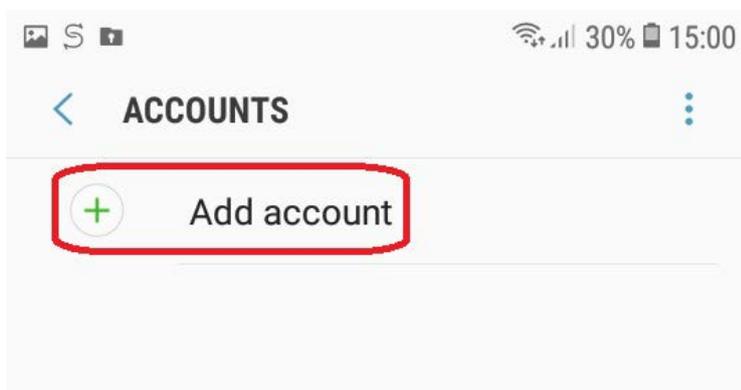
2.2 Select Cloud and accounts



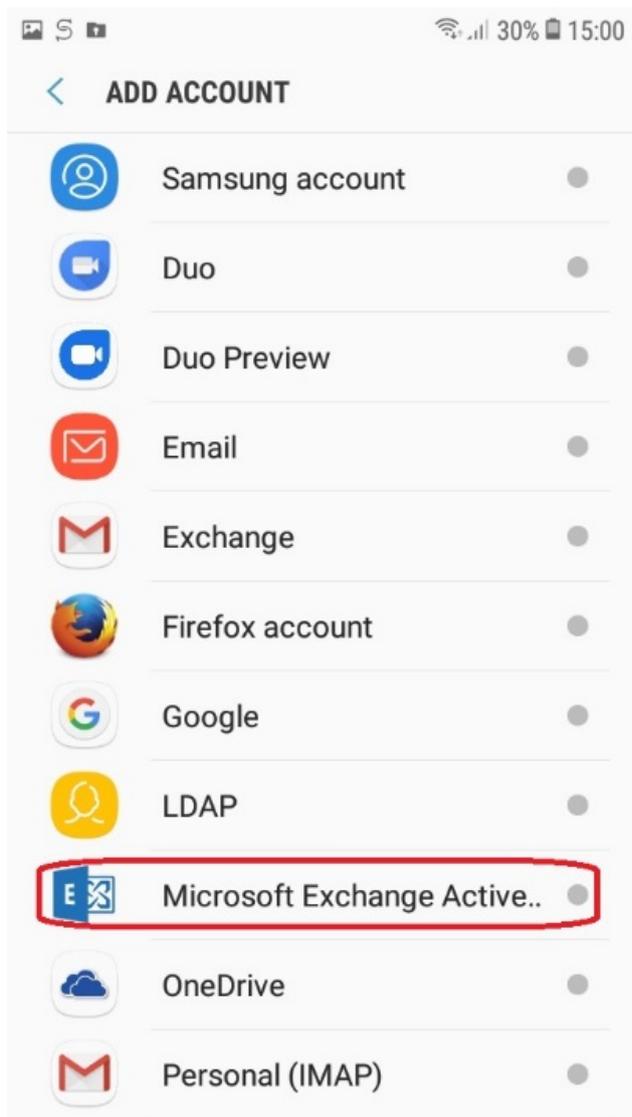
2.3 Select Accounts



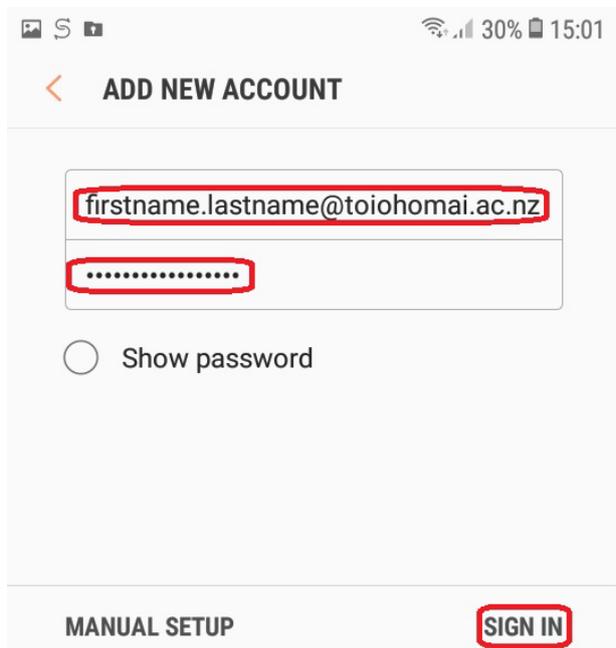
2.4 Select Add account



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.

Exchange Server Settings

ACCOUNT

Email address
firstname.lastname@toiohoma.ac.nz

Domain\username
\\firstname.lastname@toiohoma.ac.nz

Password
.....

SERVER SETTINGS

Exchange server
mail.toiohoma.ac.nz

Use secure connection (SSL)

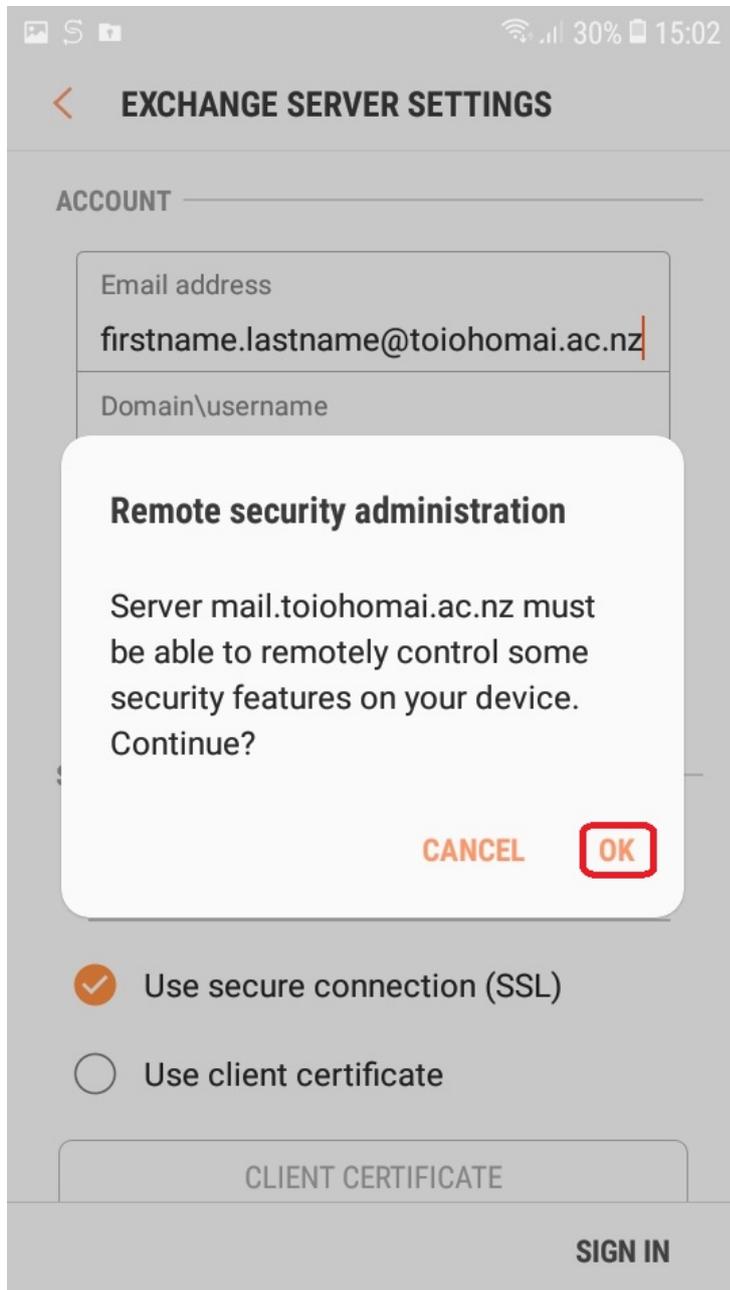
Use client certificate

CLIENT CERTIFICATE

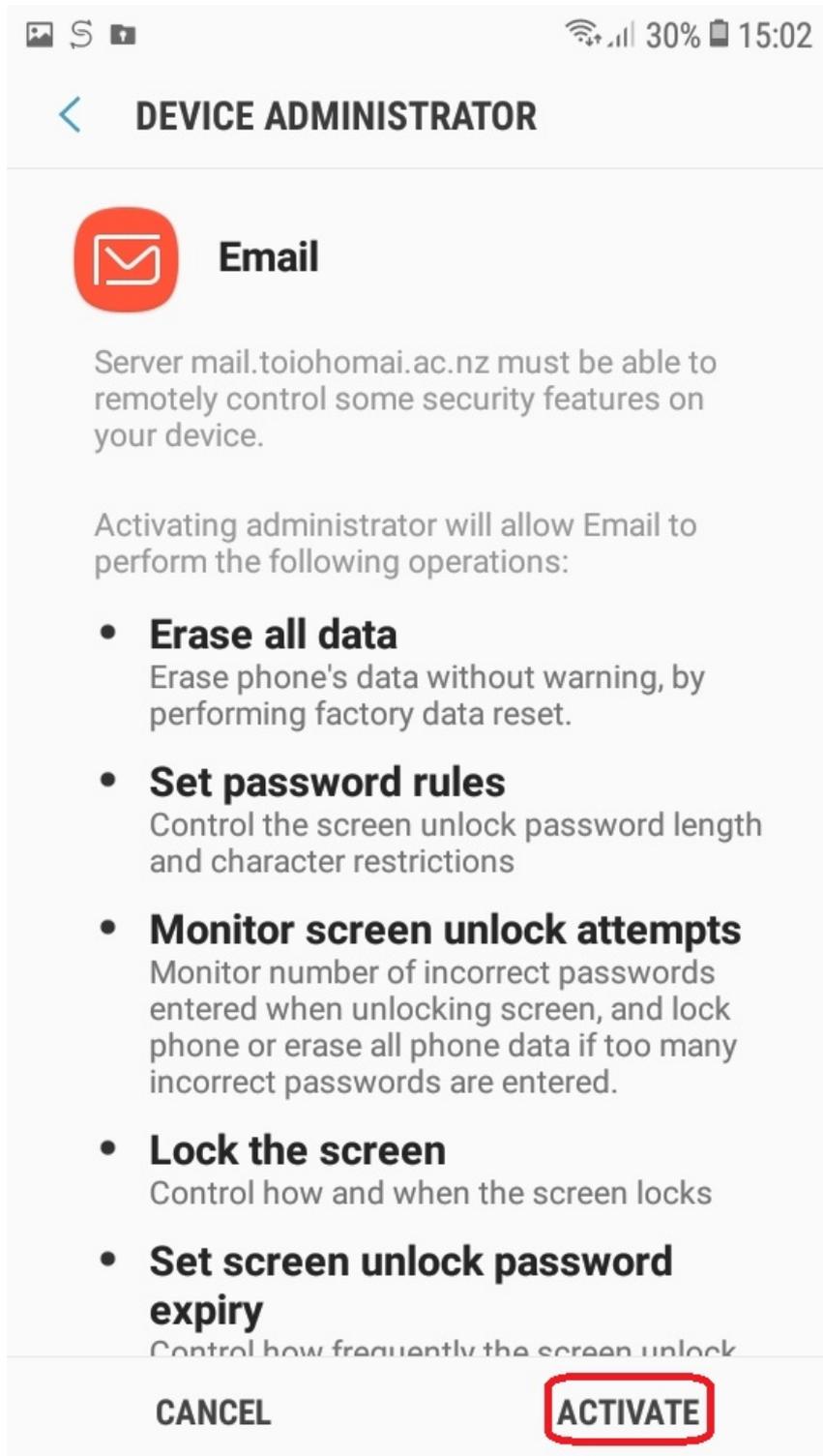
Mobile device ID

DONE

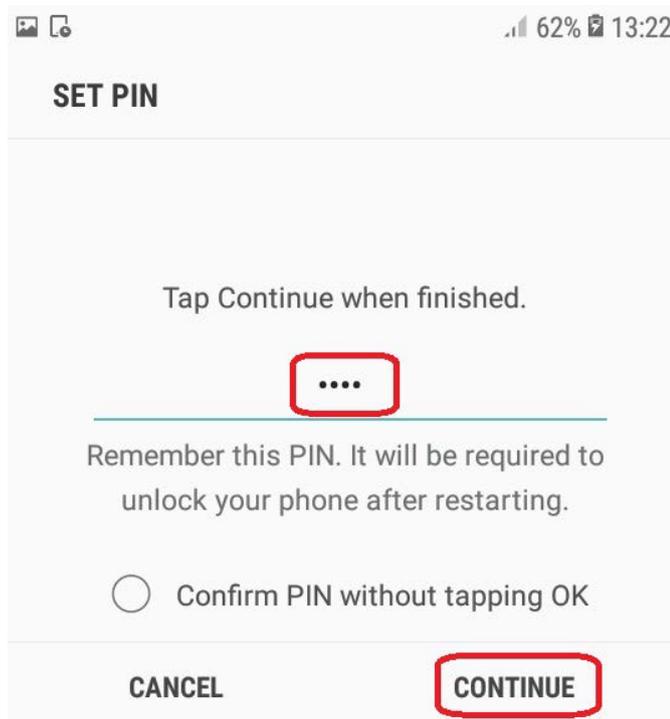
2.8 Select Ok



2.9 Select Activate



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



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

