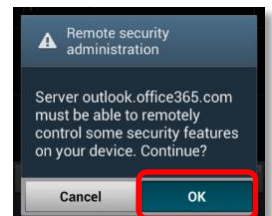
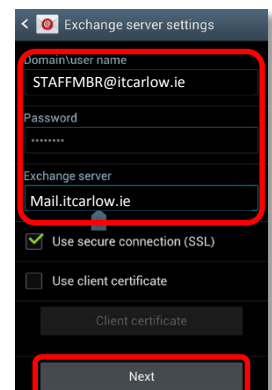
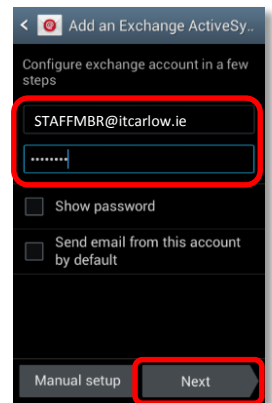
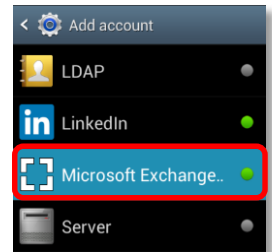


101. Set up IT Carlow Staff Email on an Android Phone/Device



How to configure the mail app for your IT Carlow Email:

- From the Applications menu, tap **SETTINGS**
- Go to **ACCOUNTS**
- Tap **ADD ACCOUNT**
- Tap **EXCHANGE ACCOUNT**
(This option may be named *Exchange ActiveSync* on some versions of Android)
- Type the full staff email address
i.e. **STAFFMBR@itcarlow.ie**
- Next type in your **PASSWORD**
- Tap **NEXT**
- Enter the following account information and select **NEXT**:
 - Domain\User name: Type the FULL staff email address
i.e. **STAFFMBR@itcarlow.ie**
 - Password: Use the staff **PASSWORD**
 - Exchange Server: **mail.itcarlow.ie**
 - SSL: Ensure **USE SECURE CONNECTION** box is checked
- Tap **NEXT**
- Tap **OK** on the Remote Security Administration alert
- Select what items you want to sync with your IT Carlow email
- Tap **NEXT**
- Enter a name for the account
- Tap **DONE** to complete the email setup and start using your account.



Note: This guide is intended for staff only.