Setting up Email on an Android (Android 5.0 and above)

NOTE – Due to the way smartphone manufacturers "skin" Android, the screenshots below may not be the same as the images you see on your phone. However, all the configuration information will remain the same.

Find the Email app in the App Drawer (the area where you can see all the installed apps on your phone) and open it.



 This next step will vary based on the model and version of Android installed. You want to find the selection for "Exchange" or "Corporate". Outlook.com is for MSN or Hotmail accounts and is not the same as Munson's corporate Outlook system.



On the next screen you will enter your full email address with the @mhc.net suffix. Next, enter your network password (the same password you use to log into hospital PCs, Powerchart, Star, etc). DO NOT TAP THE "NEXT"
BUTTON. The setup will have to be completed manually. Tap the Manual Setup option.



- The next screen will allow you to complete the setup by adding server information. Please complete the information in the following fields:
 - <u>Email Address</u>: This should carry over from the last screen.
 - <u>Domain\username</u>: The proper format for this field is "munson\username" where your username is the first part of your email address (the part before the @ symbol). Also, be sure to use a backslash (\), not a forward slash (/).
 - <u>Password</u>: This should carry over from the last screen.
 - <u>Exchange server</u>: The server address is activesync.mhc.net. Type server name as shown.

No further configuration is required on this screen. Leave the checkboxes and any other fields as they are and tap Next. There should be a brief connection period before the next screen. If you get an error, there is a problem with either the information you entered (spelling, spaces, etc), or there is a problem with your account or



password. Double-check what you entered and call the Help Desk at 935-6053 if necessary.

By configuring your phone to connect to Munson's corporate Outlook system, you must agree to allow the MHC Outlook administrator to remotely control the security on your device. You will not be able to continue the setup process until you agree to activate this security feature. You will now be asked to set up a secure means of unlocking your phone: password, **PIN or fingerprint**



(on equipped devices). You can deactivate this if you decide to remove the Munson account from your phone. If your phone is ever lost or stolen, you should report it to the Munson Help Desk at 935-6053 so we can remotely lock and/or wipe the phone's internal memory.

You can now give your Exchange account a unique name if desired.



- Finally, choose from various sync options. There may be more depending on the model of your phone and the version of Android installed.
 - <u>Period to Sync Email</u>: How many days' worth of emails do you want to see on your phone? This is a space-saving option.
 - <u>Sync Schedule</u>: How often do you want your phone to check for new emails? This is a batterysaving option.
 - <u>Email Retrieval Size</u>: Do you want to limit the size of the emails that your phone will download? This is a space-saving option.
 - <u>Period to Sync Calendar</u>: How many days' worth of events do you want to see on your calendar? These events will appear in your phone's calendar app and may also sync to other connected accounts (Gmail, Yahoo, etc). This is a spacesaving option.
 - <u>Notify me when email arrives</u>: Do you want a notification sound/vibration to go off as emails are downloaded?



- <u>Sync Contacts</u>: This option will sync your Outlook contacts, making them available in your phone's Contacts or People app. For some this is helpful. For others it creates a lot of unwanted contacts on their phone.
- <u>Sync Calendar</u>: If you do not want your Munson Outlook calendar events to appear along with your personal calendar events, uncheck this option.
- <u>Sync Task</u>: If you do not want your Munson Outlook tasks to appear along with your personal tasks, uncheck this option.
- <u>Sync Messages</u>: This option does not apply to Munson Healthcare and should remain unchecked.
- At this point your phone should beginning to download emails and any other items you requested. Please note that the Munson Help Desk can only offer troubleshooting steps. We cannot send IS representatives to perform desk-side support for Outlook issues on personal devices.