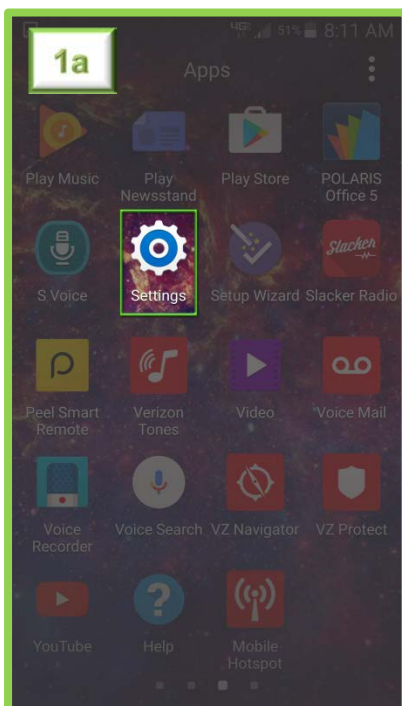
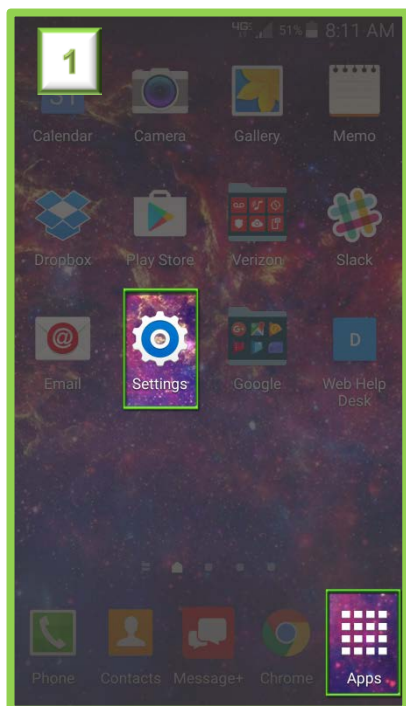


D'Youville

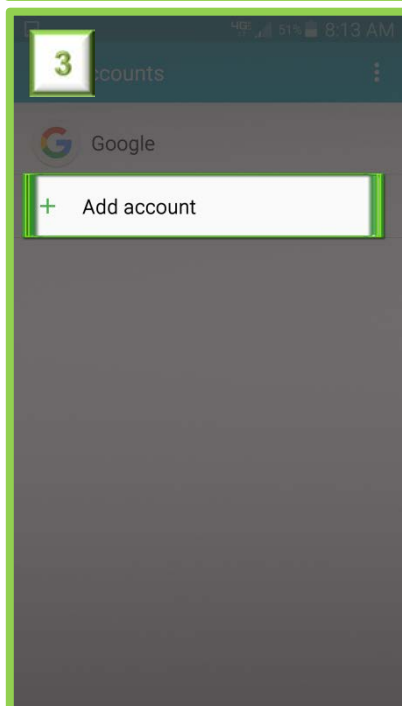
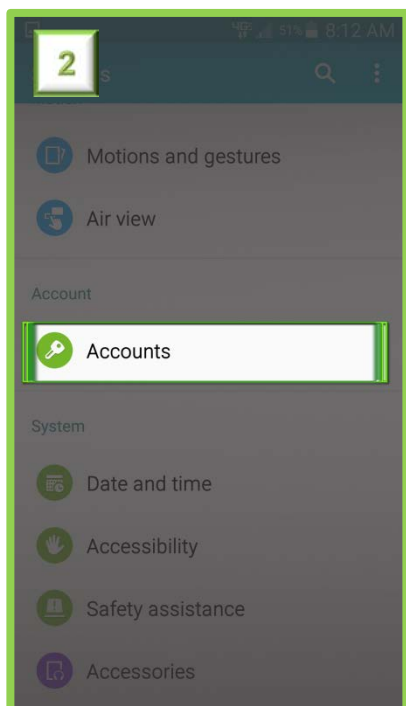
Setting up DYC Email *for* Android Devices

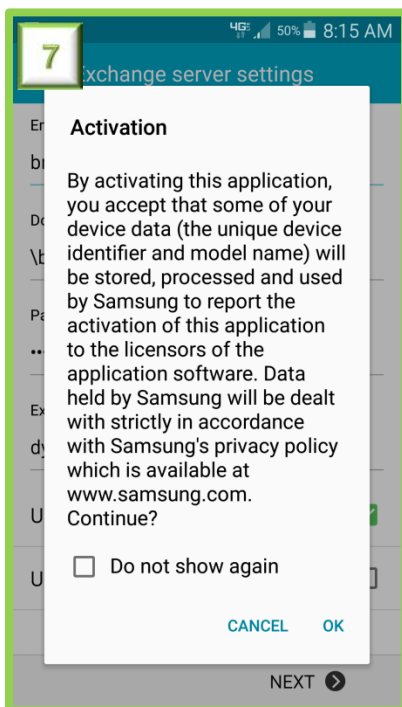
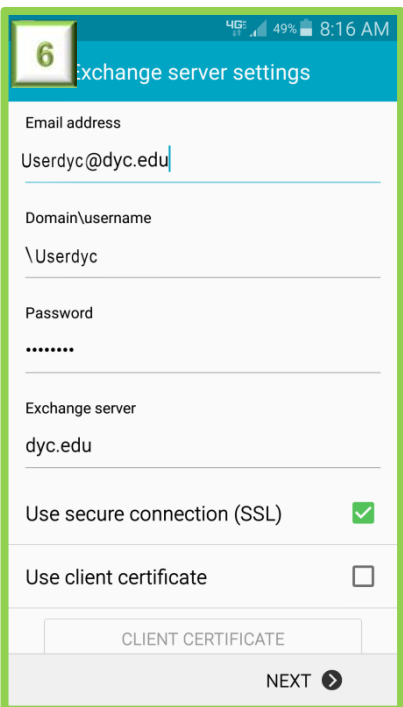
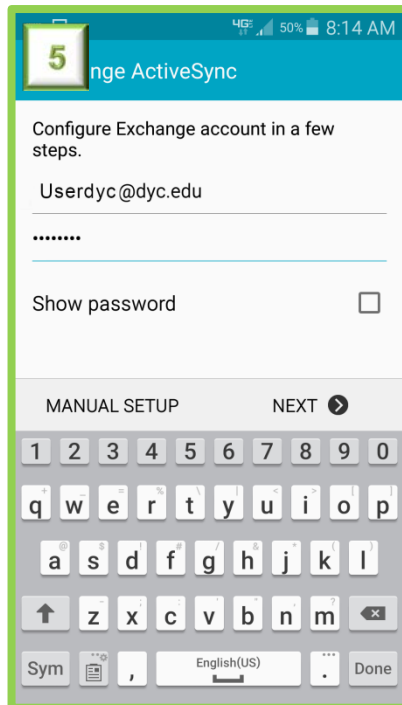
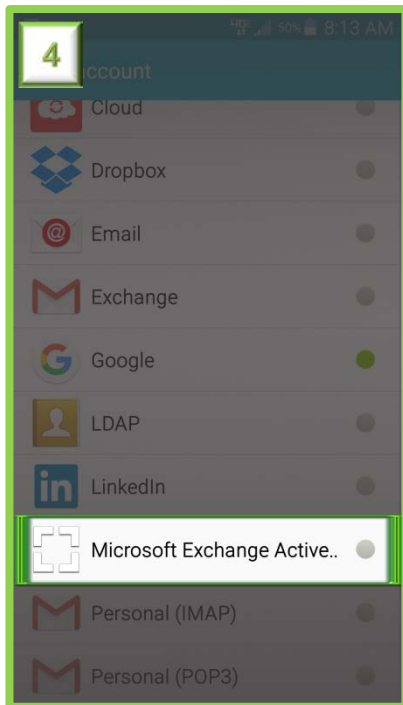


All images taken from a Verizon Samsung Galaxy S5. Images and names will vary per device.

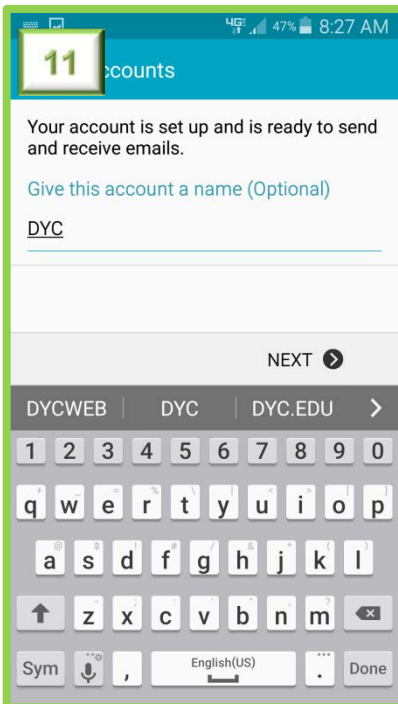
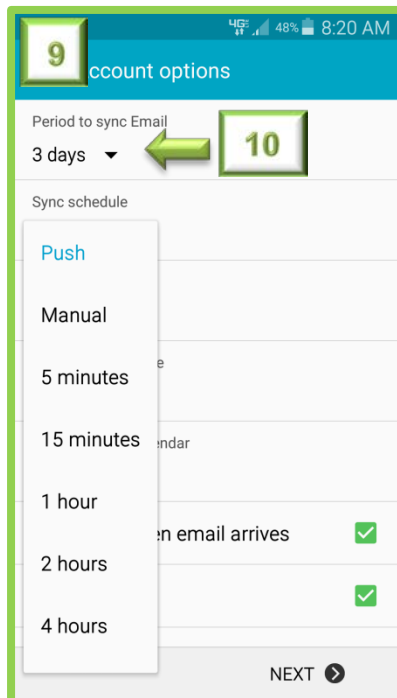
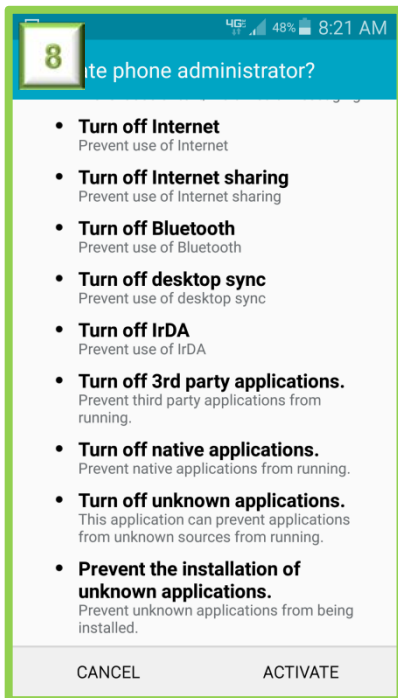


- 1) On your device, select your **App Drawer** button, to bring up all of your applications or **Settings**(if you have it on your screen).
 - a. If you selected the **App drawer**, find the **Settings** button with the applications
- 2) Choose **Accounts**
- 3) Select **Add Account**





- 4) Tap on either **Corporate, Corporate Sync, or Exchange** depending on what device you have.
- 5) Enter your Email Address and your password for your D'Youville Email, then choose **Next**
- 6) If asked, add the domain **DYCMail**. It may need to be added to the beginning of your email address as shown below. If the server is not automatically shown, enter it as **webmail.dyc.edu**. Choose all checkboxes that ask about accepting Select **Add Account**
- 7) Review and accept any security dialogs that appear.



- 8) Review and activate the dialogs that appear. This is displayed because some aspects of the phone can be controlled from **your own** email account.
- 9) Next choose the frequency the phone should check for email. The more frequently it checks the more the phone's battery will drain. It's best to keep this set at a higher interval like **Every Hour**.
- 10) Next choose how much mail you want to see. If you select **One Week**, any mail that is older than a week will not be downloaded/ shown.
- 11) Now you'll be asked to give a description of the account. This can be any name you choose to identify the account. Examples would be **DYC Mail, D'Youville Mail, Last Name, First Name**. Choose next when you are done.
- 12) Congratulations! Email has been successful installed