Setting up D'Youville Email on Android

**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/showed.

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.