Setting up Asbury University Email on Android Devices

Overview
This document describes the process of setting up your Asbury University email account on your Android device (Phone and Tablets). Please note that due to the nature of Android devices, this walkthrough may contain different elements than what you may encounter on your specific device.

Warning: The instructions provided are based off of Android 4.0 (Ice Cream Sandwich) and may be different for older devices. Help Desk recommends updating your device to the latest version possible.

Instructions
1. Start by TAPPING the “App Drawer” on one of your home screens.
2. Navigate and TAP the “Settings” application.
3. Scroll down and TAP “Add account” in the ACCOUNTS section.
4. Next, TAP the “Email” option.
5. ENTER your Asbury.edu email in the “Email address” box and your password in the “Password” box, then TAP “Manual Setup”.
   a. If you wish for this account to be the default email address for emails sent from your device, check the “Send email from this account by default” option.
6. When prompted, TAP on the button for “Exchange”
7. INSET the following into the fields:
   a. Domain\Username
      i. asbury.edu\Firstname.lastname
   b. Password
      i. Your account password
   c. Server
      i. webmail.asbury.edu
   d. Make sure the “Use secure connection (SSL) box is checked
8. TAP Next.
   a. You may get a “Remote security administration” popup box. TAP “OK”
9. To finish setting up your email, you may check whether or not you wish to have Notifications, Contact Sync, Calendar Sync, and whether you wish to automatically download attachments when on Wi-Fi. Make sure that “Inbox checking frequency” is set to Automatic (Push), “Days to sync” is set to Automatic, and that the “Sync email from this account” box is checked. When you are ready, TAP Next.
10. You may give this account a name to distinguish it, such as Asbury or Asbury Email. If you wish not to, TAP Next.
11. A window titled “Activate device administrator” will pop up. TAP Activate.
12. Your email will now be set up and will begin syncing. If you have any questions or difficulties with this process, please contact the Help Desk.