Deleting Account (Android)

1. Step 1: Go to **Applications > Email.** The *Email* screen will open.
2. Step 2: On the *Email* screen, bring up the *settings* menu and tap **Accounts**. The *Accounts* screen will open.
3. Step 3: Press and hold the **Exchange Account** you want to delete until the *Menu* window opens.
4. Step 4: On the *Menu* window, click **Remove Account**. A *Remove Account* warning window will open.
5. Step 5: On the *Remove Account* warning window, tap **OK** or **Remove Account** to finish. You have successfully deleted your Exchange account.

Adding Account (Android)

Note: What you actually see may vary depending on what smartphone you have and what Android OS version you are using.

1. Enter the E-mail setup program on your Android smartphone device.
2. Press the Menu button, and select **Add account**.
   * Enter your Exchange email address:
   * Enter your password.
   * Select: **Manual Setup**
3. Select **Exchange Active Sync**. On the Server settings screen, enter:
   * Domain: **medinah**
   * Username: your login
   * Password: login password
   * Server: **mailserver.medinah11.org**
   * Check: **Use secure connection (SSL)**
4. Select: **Next**
   * If the Remote security administration dialog box appears, select **OK** to continue.
   * Adjust **Inbox check frequency** and **Amount to synchronize** as you prefer.
   * Check **Sync contacts from this account**
   * Check **Sync calendar from account**
5. Select **Next** and give your account a name.
6. Select **Done**
7. You might get a security setting notification after you finish setting up your account. Select the notification to update your phone's security settings.
8. Select: **Done**