



# ***Bellin College***

## ***IT Help Desk Guide***

### Syncing E-mail on Android

Instructions on how to sync e-mail to Android

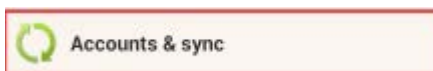
\*Note: Since every Android phone looks different, screen shots have not been attached. If there are any further questions on how to sync email to your Android device, please stop in to the One Stop.\*

## To Add Bellin College Email Address – Android

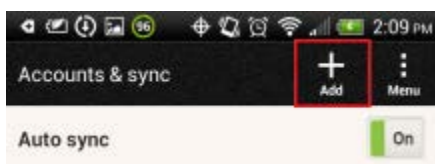
### 1. Go to **Settings**



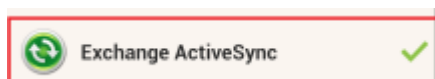
### 2. Press **Accounts & sync**



### 3. Press **Add**



### 4. Tap **Exchange ActiveSync** (or something similar)



5. Now you'll be asked to configure the basic settings

1. Enter `firstname.lastname@bellincollege.edu`
2. Enter the password to the Bellin College email

Press **Manual setup**

6. Now you'll be asked to configure the incoming server settings

1. **User name:** Enter `firstname.lastname@bellincollege.edu`
2. **Password:** Enter the password to your e-mail account
3. **Server:** `mail.bellincollege.edu`
4. **Domain:** `bcon`

Press **Next**

7. Now you'll be asked to configure some general account settings. Most of these you can change to your liking, but we recommend to check the **Sync Mail** option

Press **Next**

8. Now you'll be asked to name the account, and choose which name should be displayed as the sender. These settings have no impact on the functionality, so you can change these to your liking

Press **Finish Setup**