This walkthrough shows how to set up a Droid phone to access the faculty/staff Exchange email server.

From the home screen, touch the **applications tab** (located on the bottom of the screen).

**FIRST EMAIL ACCOUNT ADDED**

Enter the *exchange email address* and *password* then touch **Next**.

The exchange email address would be your **PUNetID**, and the password would be your **password**.

Touch **Email**.

Touch **Exchange account**.
Enter the exchange server settings in the appropriate fields: domain/username, password, Exchange Server the domain would be pacific, the user name is your PUNetID, and the server is webmail.pacificu.edu

If desired, ensure Use secure connection (SSL) and Accept all SSL certificates are checked then click Next.

Touch the Email Checking frequency dropdown.

Touch the Amount to synchronize dropdown.

This is a publication of University Information Services. For further assistance please contact the Technology Information Center (503-352-1500, lower level Marsh) or University Information Services for the Health Professions Campus (503-352-7243, HPC 211) or email help@pacificu.edu.
Touch the desired amount.

Touch the desired account options then touch Next.

- The account option is enabled if a green check mark is present.

Send email from this account by default.
Notify me when email arrives.
Sync contacts from this account.

Enter an account name and outgoing message name then touch Done.

Note: Account synchronization can take several minutes. The Corporate Calendar (Menu > Corporate Calendar) must be started to initialize the calendar.

(last updated 8/27/10)