

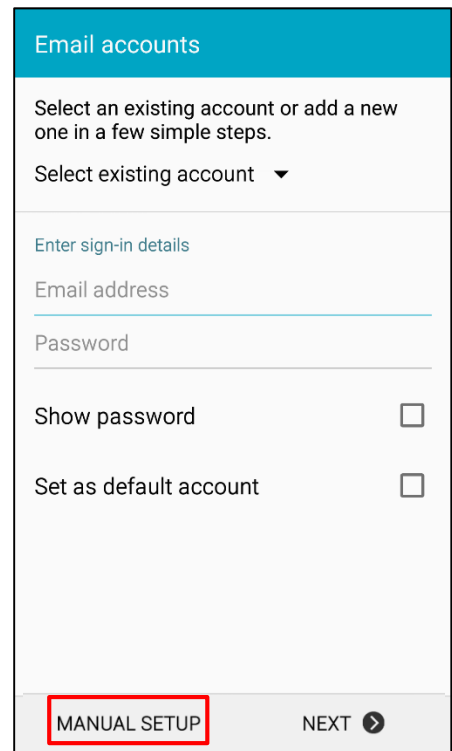
Viewing E-mail

Adding HWS E-Mail on Android

These instructions are for connecting your HWS e-mail so that it is available through the Email app on an Android.

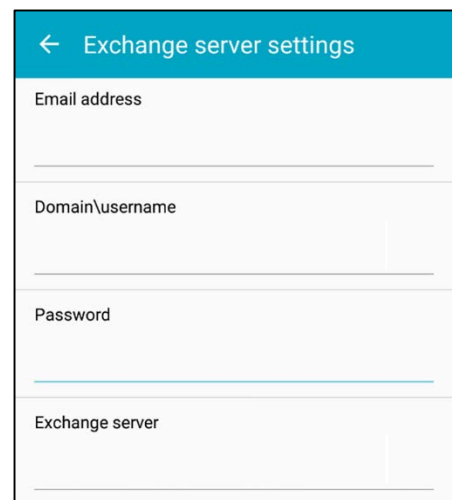
To add your HWS e-mail account:

1. From the **App Screen**, go to **Settings**
2. Scroll down to and select **Accounts**
3. Select **Add Account**
4. Select **Email**
5. Enter the following information:
 - E-mail: **username@hws.edu**
 - Password: **Your HWS email password**
6. Press **Manual Setup**.



7. Select **MICROSOFT EXCHANGE ACTIVESYNC**. You will likely be prompted for additional information, which you should fill in:
 - Email address: **Your HWS email**
 - Domain\username:
HWSMICRO\username

Your username here should be the first letter of your first name, the first letter of your last name, and the last four numbers of your HWS ID, e.g. AB1234
 - Password: **Your HWS Password**
 - Exchange server: **webmail.hws.edu**



8. Press **Next**

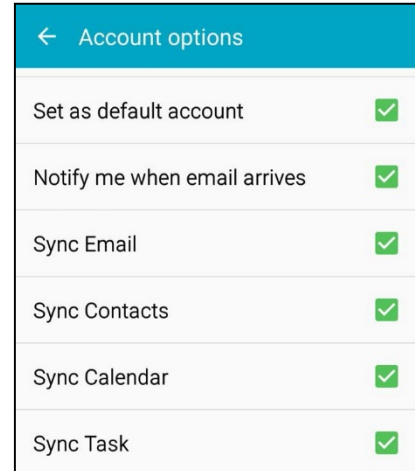
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You should see a screen appear that allows you to choose which items you would like to sync (Mail, Contacts, Calendars, Tasks, Text Messages).

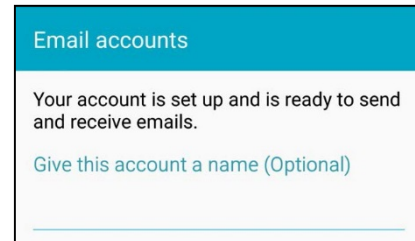
Keep Mail selected to access e-mail.

9. Once you've made your decisions, press **Next**.



9. You may edit the name of your newly added Email Account (**We recommend changing it to HWS**).

Press **Next**.



You will now have your HWS e-mail available through the Mail app on the Android. It may take a bit of time before your inbox populates, as it will be downloading your messages.

If you experience any difficulties with this process, please stop in to the Help Desk, or call us at 315-781-4357 (HELP).