



## INFORMATION SYSTEMS

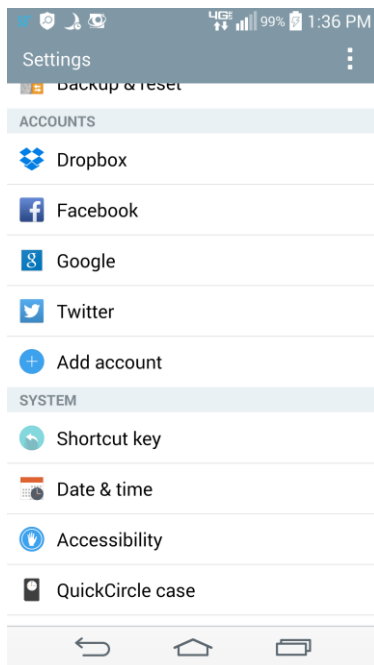
### *Instructions and Assistance*

## Connecting an Android phone/tablet to your LBC account

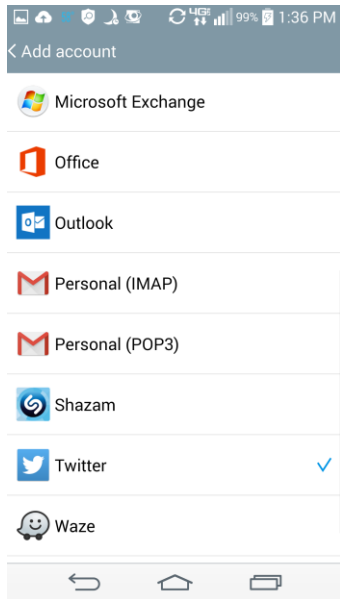
Department of Information Systems, Lower Esbensshade, Ext. 4357

Follow these instructions to add your LBC email and calendar to your Android mobile phone or tablet.

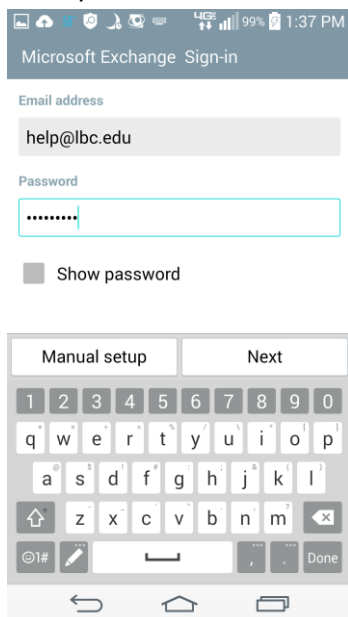
- 1) Go to your settings (this is different for each model of device so consult your device's manufacturer) and scroll to Accounts. Tap "Add Account".



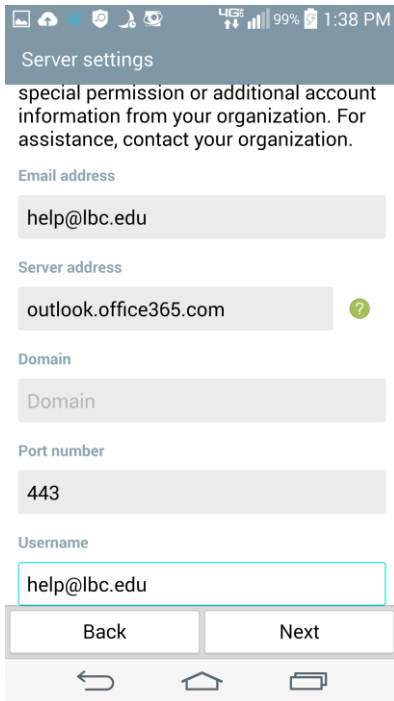
- 2) Select "Microsoft Exchange" as the type of account by tapping it.



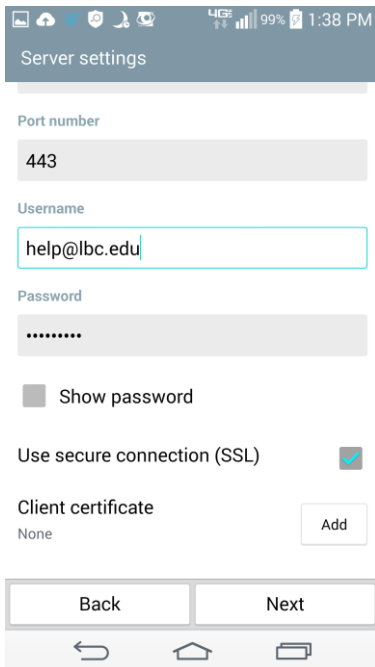
- 3) Fill in your account information (your full LBC email address and password) and tap next.



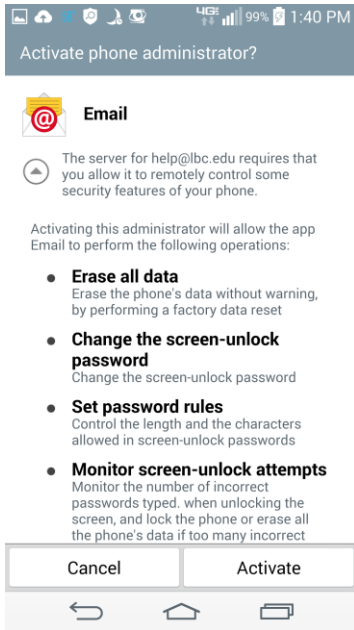
- 4) On the next screen fill in the email address (if it didn't auto fill) with your email address and the box that says "Server address" with: **outlook.office365.com**. For the username, use your full email address again.



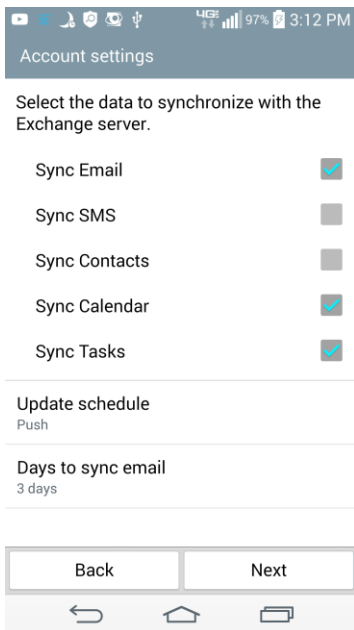
- 5) Input your password again in the password field.



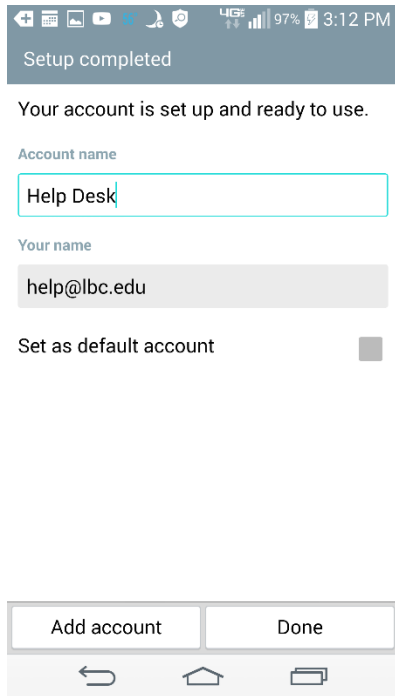
- 6) Tap "Activate".



7) Uncheck "Sync SMS" and "Sync Contacts," then tap "Next".



8) Name the account (LBC or whatever you prefer) and check "Set as default account," if this is the main email account you will be using on the phone. Tap "Done" and you are finished.



Your phone will now begin downloading emails from the last 3 days as well as adding items to your calendar. The process can take several minutes.