How to Set Up Exchange E-mail on Android Phone

Follow these steps to set up your Android device running Android 2.x to access your UAMS e-mail account. For other Android phones the steps may be a little different, but the server information will be the same.

1. Select **Email** from the Applications menu.
   *(On some Android Phones select **Account Settings**, and **Add Account**, then **Corporate Sync** for account Type)*

2. On the Set up email screen, enter your **UAMS e-mail address** in the first box.
   Enter **your password** in the second box.
   Click Next

3. On the Exchange server settings screen, select **Exchange account** for type of account.
   Enter **uams\** and your **UAMS username** in the Domain\Username field. *Ex: Student – 1005555 Staff/Faculty – doejohnk*
   Enter **your password** in the Password field. *(You will need to change your password here after changing your domain password every 120 days.)*
   Enter **webmail.uams.edu** in the Exchange Server field.
   Select **Use secure connection (SSL).**
   **DO NOT SELECT “ACCEPT ALL SSL CERTIFICATES”**
   Click Next.
4. On the Account options screen, select the frequency you wish to sync your phone with the webmail server in the **Email checking frequency** section. Choose the length of time/amount of messages you wish to in the **Amount to synchronize** section.
   - Check **Send email from this account by default** if you want your UAMS email to be the default account on your phone.
   - Select **Notify me when email arrives**, Select **Sync contacts from this account**.
Click Next.

5. On the Set up email screen, enter a name for the account (example: UAMS) in the **Give this account a name** (optional) box.
Enter your **name** in the next box.
Click Done.