

## Setting Up Your Exchange ActiveSync Account on the Android

1. Press HOME, and then tap **Mail**. If the **Mail** icon is not on your Home screen, tap the **All Programs** button on the bottom-left corner of the Home screen and then tap **Mail**.
2. On the Choose a mail provider screen, tap **Microsoft Exchange ActiveSync**.  
If you already have an email account set up and want to add an additional account, tap the down arrow button in the upper-right corner of the screen to open the Switch account menu, and then tap **New account**.
3. Enter your work email address and password and then tap **Next**.  
For your phone to automatically set up your Exchange ActiveSync account based on your email address and password, your corporate Exchange Server must support auto detection. If your corporate Exchange Server does not support auto detection, you will be prompted to enter the Exchange Server settings after you tap **Next**. Ask your Exchange Server administrator for details.

User Name: network user name

Password: network password

LCSS Exchange Server Address: lcssmail.liberty.k12.ga.us

4. Select the types of information you would like to synchronize (Mail, Contacts, Calendar, or all) and then tap Finish setup, **Synchronizing your work email, calendar and contacts**