

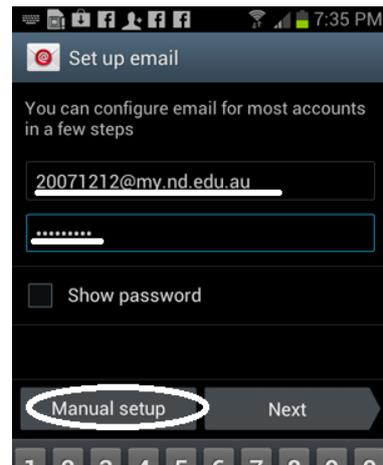
Exchange: Android Setup

Please be aware you require a passcode or security pin set up on your mobile device before adding your email account.

IT **does not** support customisations to your mailbox as it may affect the delivery of mail. IT may remove customisations or ask you to re-create your local mailbox when troubleshooting issues.

As your device is not a University asset, support from the IT Service Desk for this service is minimal.

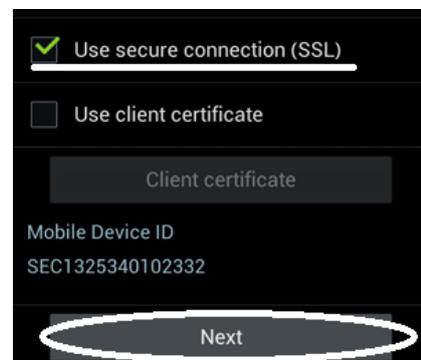
1. Select the **Email App**
2. Enter your **Notre Dame Staff email**
e.g. 31001234@nd.edu.au
3. Enter your **password**
This is the same password to log onto a campus computer
4. Choose **“Manual setup”**.



5. Choose **Microsoft Exchange ActiveSync**



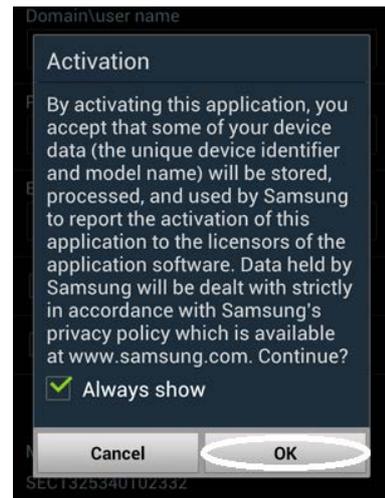
6. Enter in the following details into the appropriate sections:
Email: firstname.lastname@nd.edu.au
Domain: leave blank
Server: owa.nd.edu.au
Username: firstname.lastname@nd.edu.au
Password: staff account password
The same password you use to log in onto a campus machine.
7. Tick the box **Use secure connection (SSL)**



8. Click **Next**
9. On Activation Window press **OK**

The system starts to connect the server. It may take a few minutes

10. Once connected, choose which account details you would like synced
11. Select **Next**

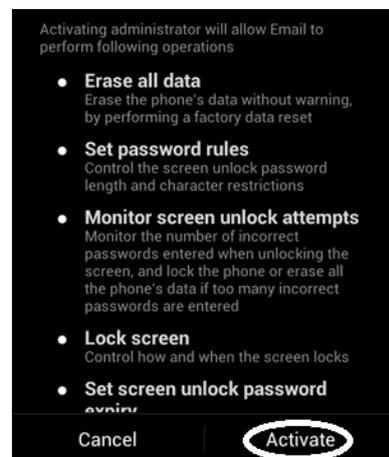


Please be aware you require a passcode or security pin set up on your mobile device before adding your email account.

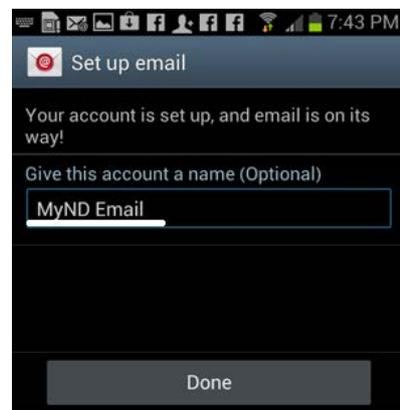
If you have not created a passcode, you are prompted during set up to add this security feature to your device.

Without a passcode or PIN, you are unable to complete the setup.

12. Select "**Activate**".



13. Type your preferred email account name
14. Click **Done**



Please kindly contact your campus Service Desk if you require assistance.

Fremantle

08 9433 0999
8am – 5pm WAST

fremantle.it@nd.edu.au

Sydney

02 8204 4444
8am – 5pm AEST

sydney.it@nd.edu.au

Broome

08 9192 0632
8am – 4:30pm WAST

broome.it@nd.edu.au