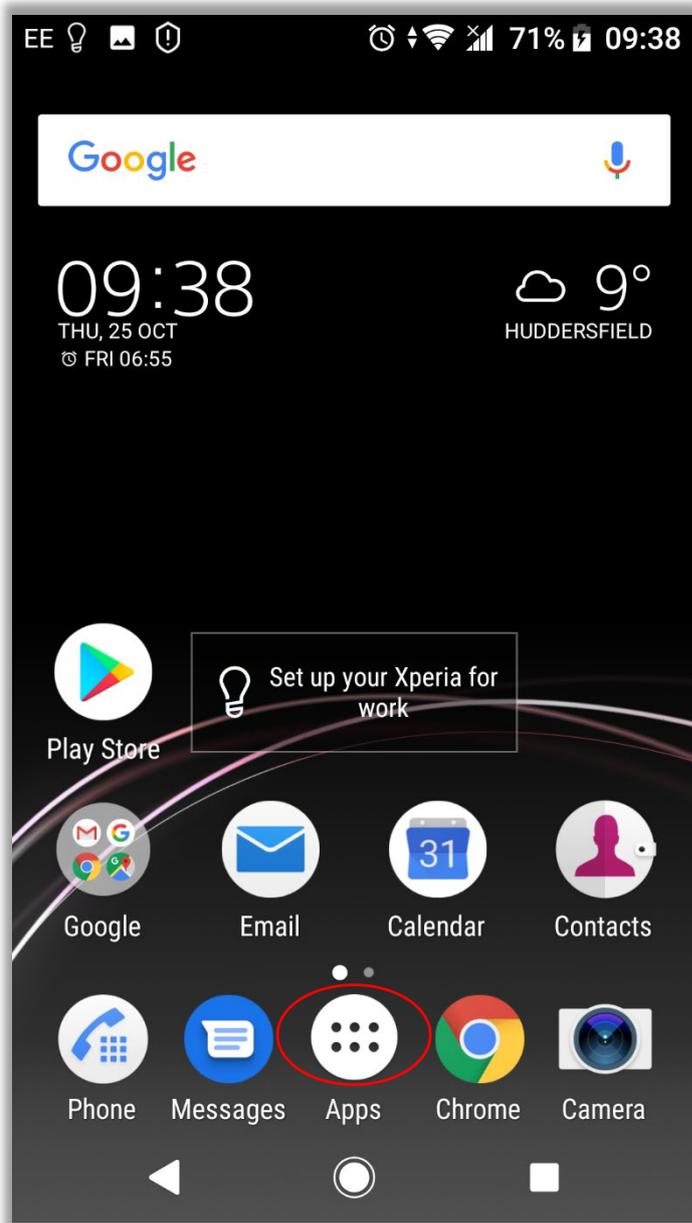
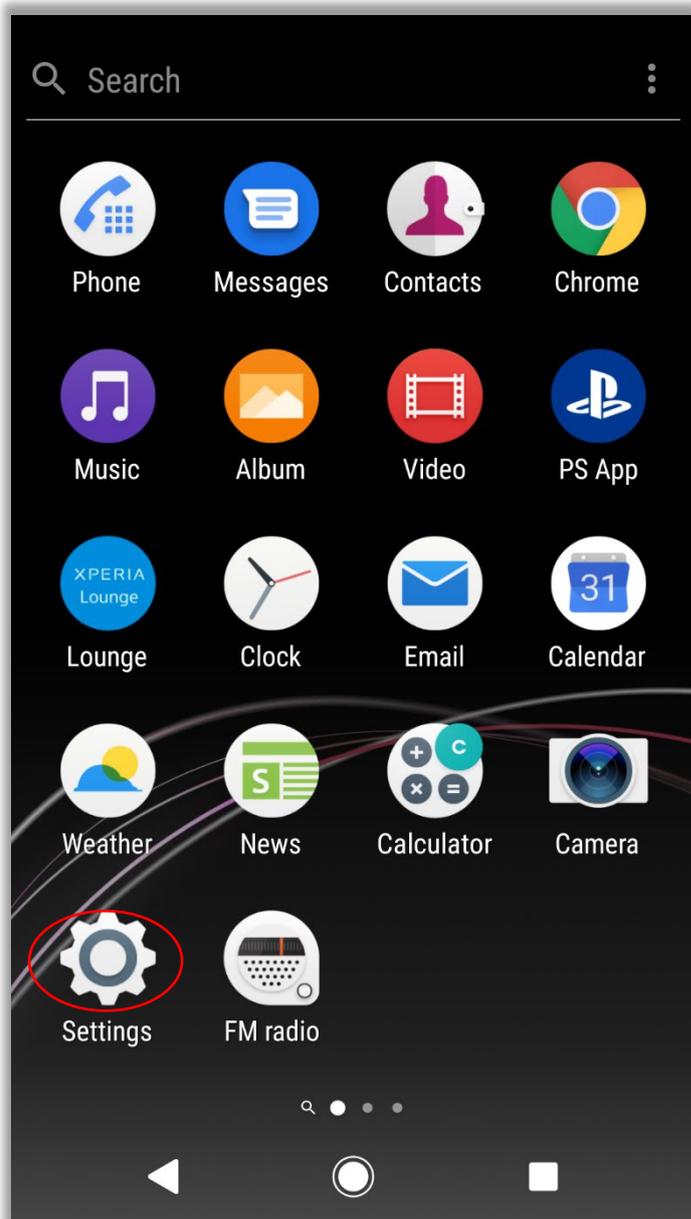


How to Install Microsoft Exchange on your Mobile Phone.

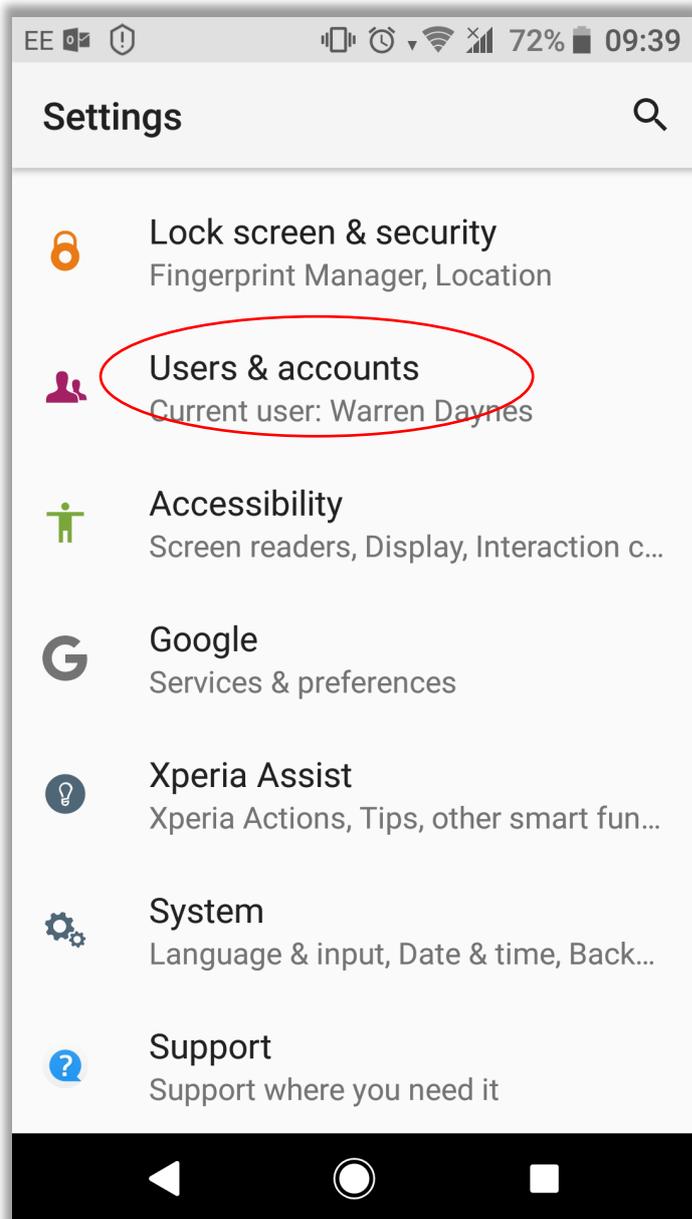
1, Tap on the 'Apps' button



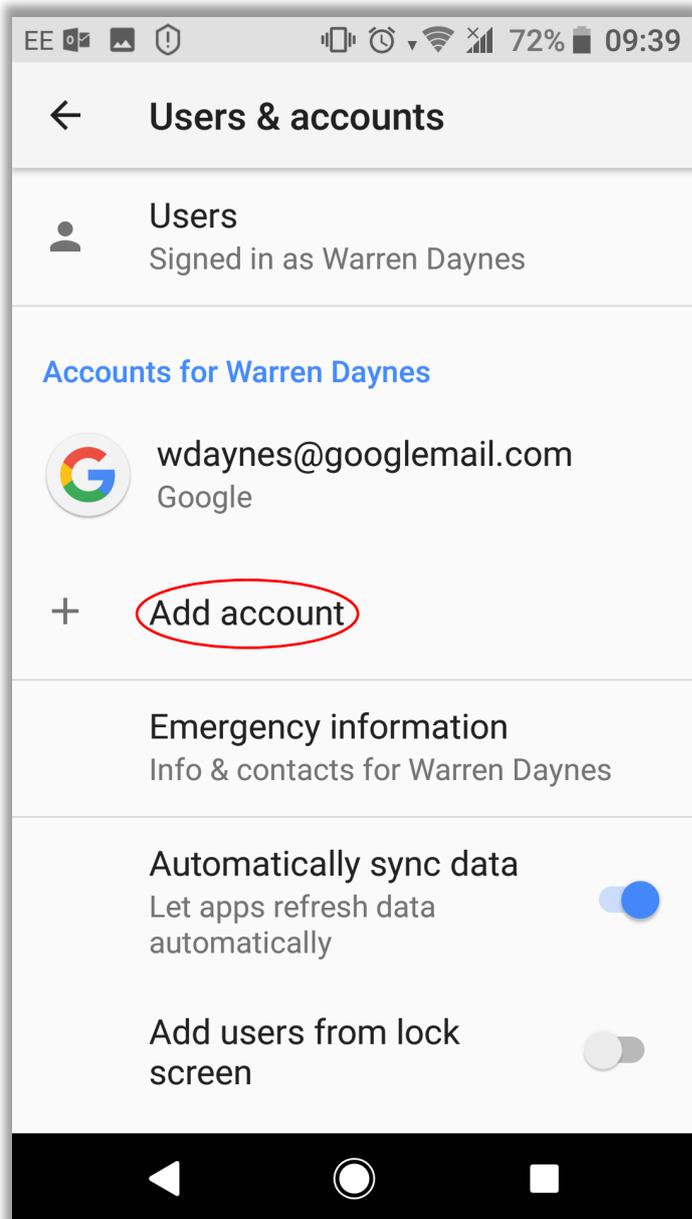
2, Tap on the **'Settings'** button



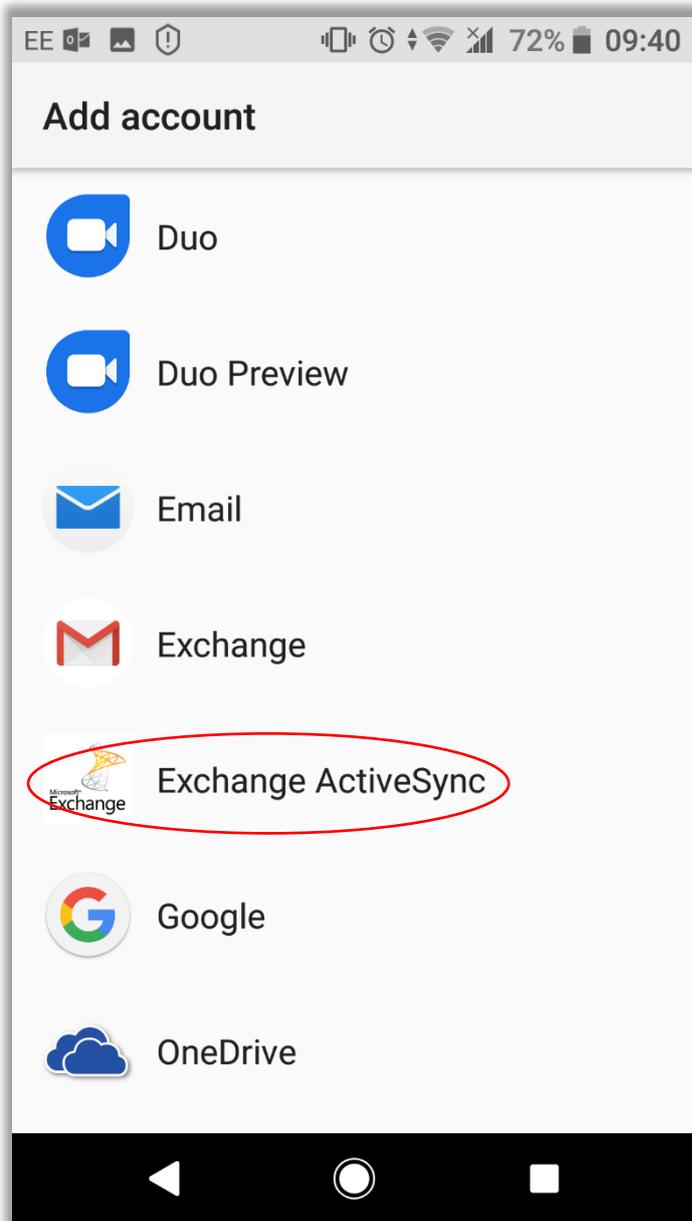
3, Scroll the screen down and tap on the 'User & Accounts' button.



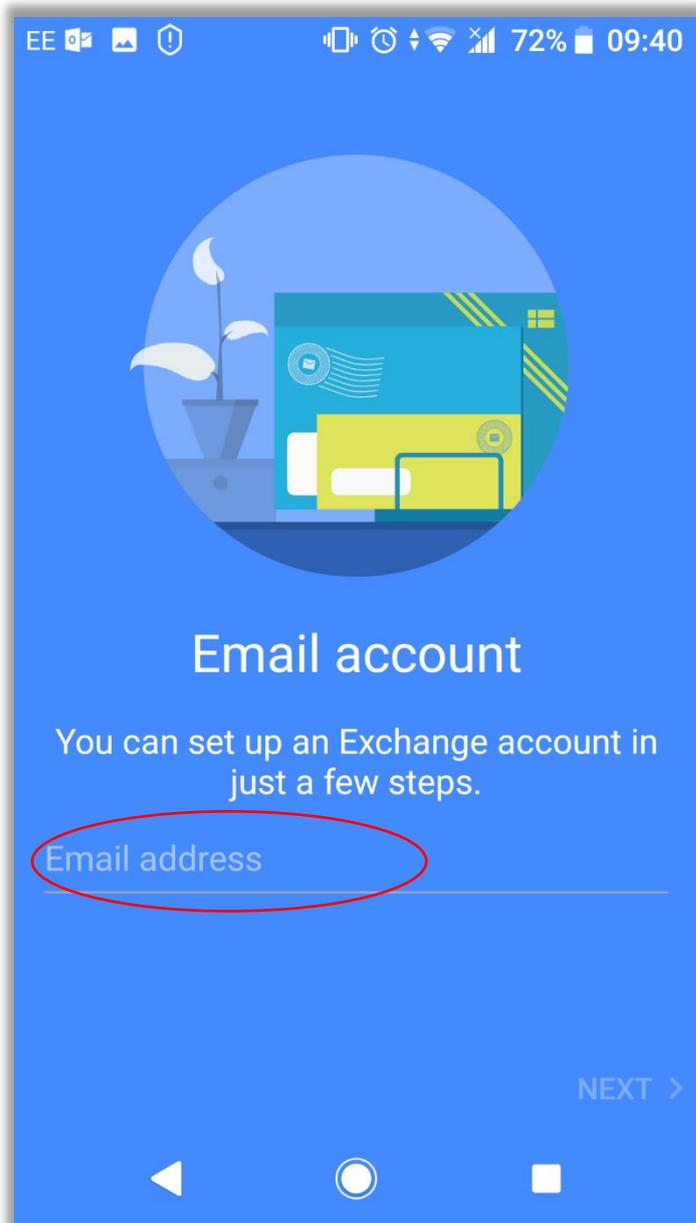
4, Tap on the **'Add Account'** button.



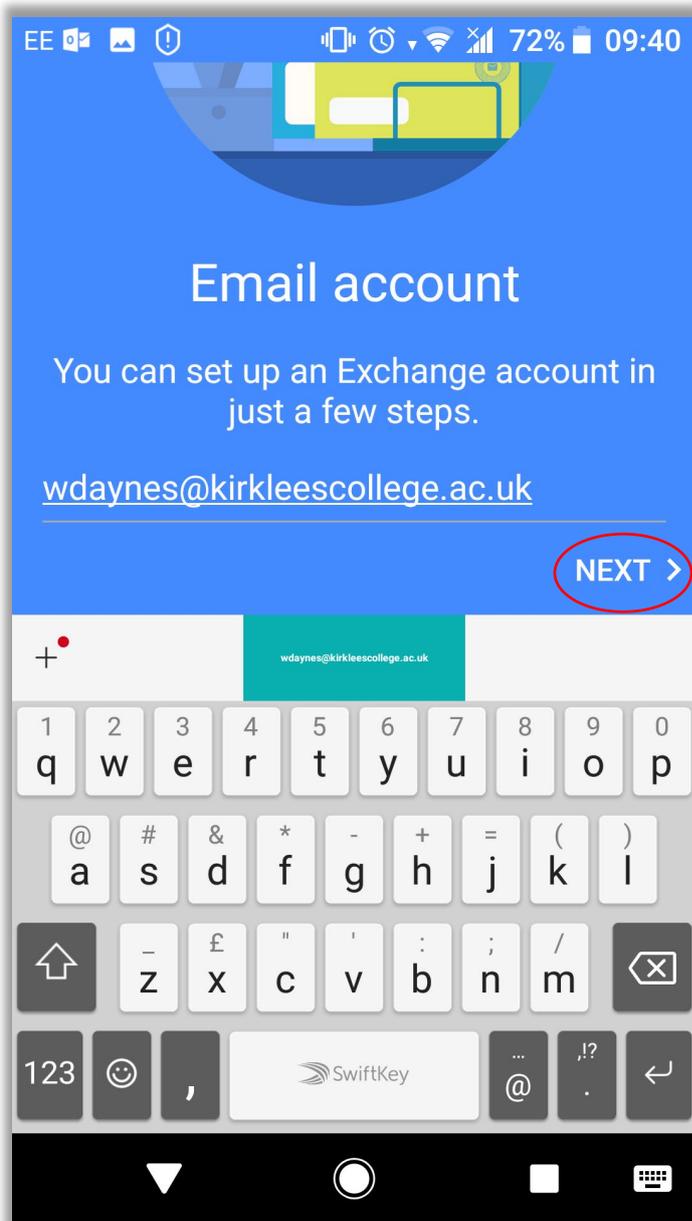
5, Tap on the 'Exchange ActiveSync' button.



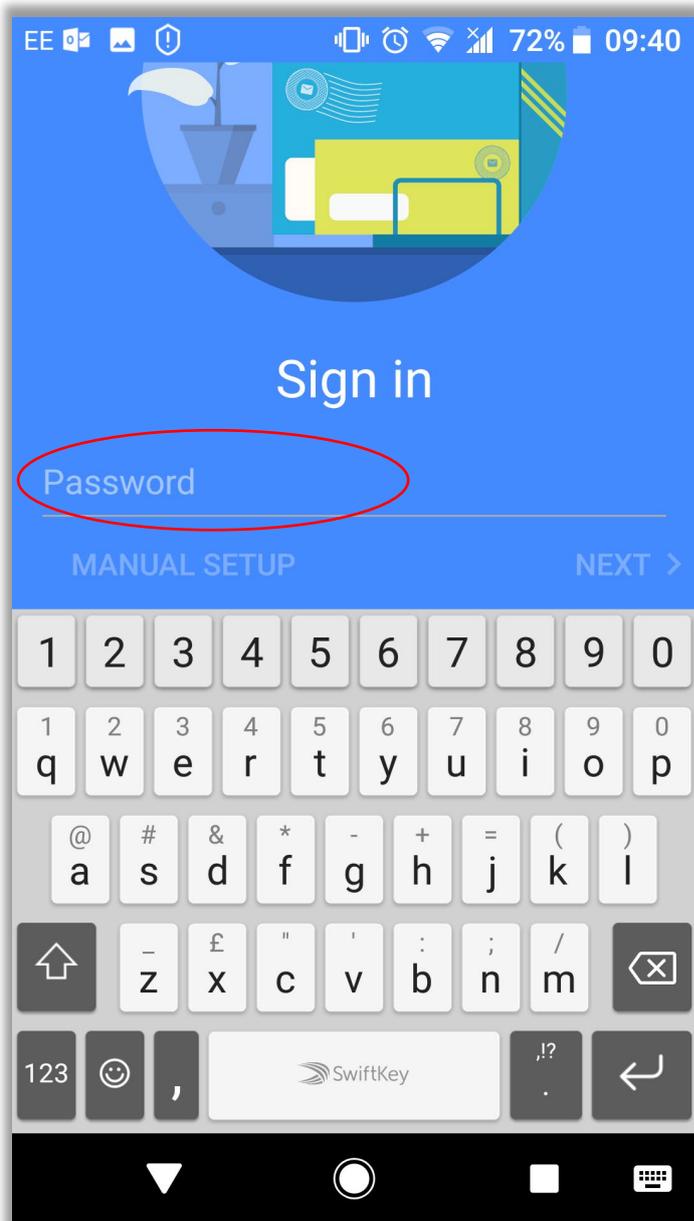
6, Enter your email address.



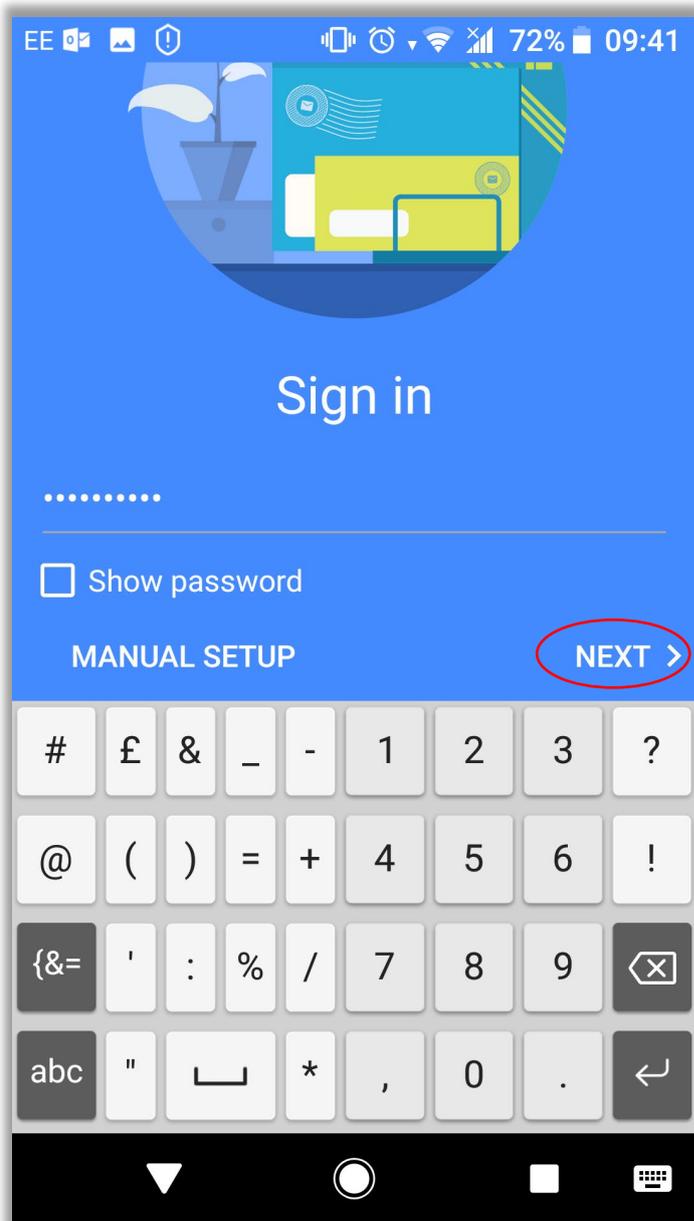
7, Press on the 'Next' button.



8, Enter your Password.



9, Press on the 'Next' button.



10, Now enter the details below, changing them to match your own information.

Domain must be 'Kirklees\username'

Server must be 'owa.kirkleescollege.ac.uk'

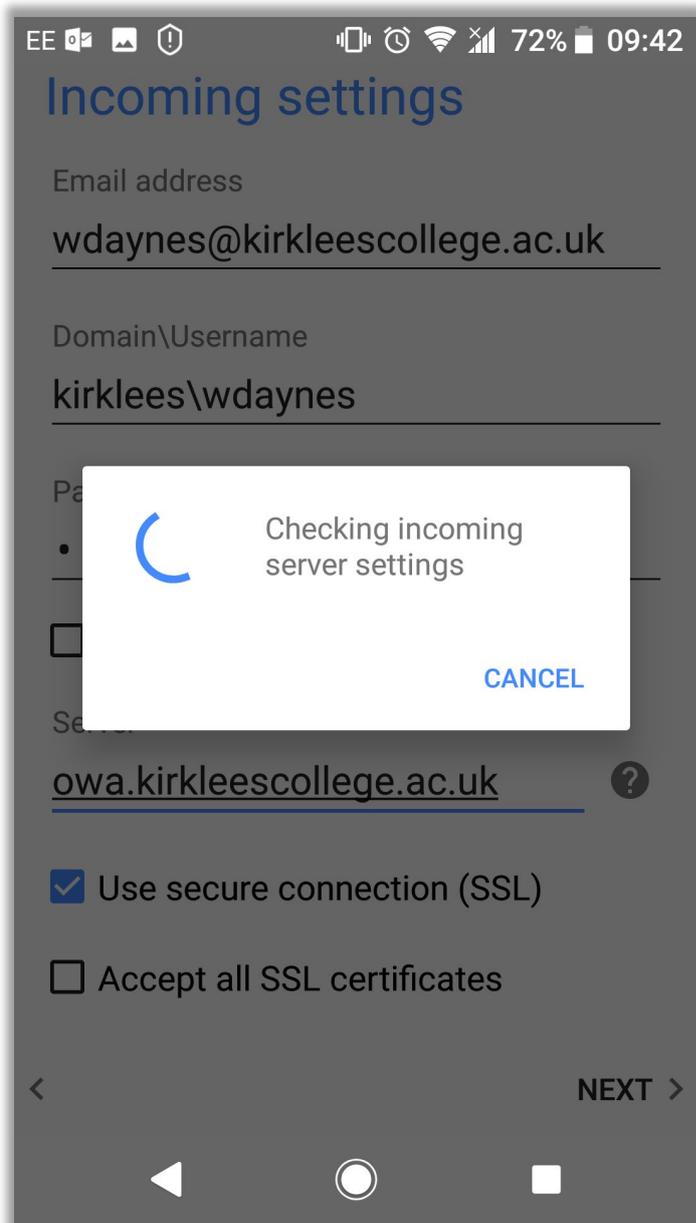
The screenshot shows the 'Incoming settings' screen on an Android phone. At the top, there's a status bar with icons for signal, Wi-Fi, battery (72%), and time (09:42). Below that, the title 'Incoming settings' is in blue. The form contains the following fields and options:

- Email address:** wdaynes@kirkleescollege.ac.uk
- Domain\Username:** kirklees\wdaynes (circled in red)
- Password:** A field with 10 dots for input.
- Show password:** An unchecked checkbox.
- Server:** owa.kirkleescollege.ac.uk (circled in red) with a help icon (?) to its right.
- Use secure connection (SSL):** A checked checkbox.
- Accept all SSL certificates:** An unchecked checkbox.

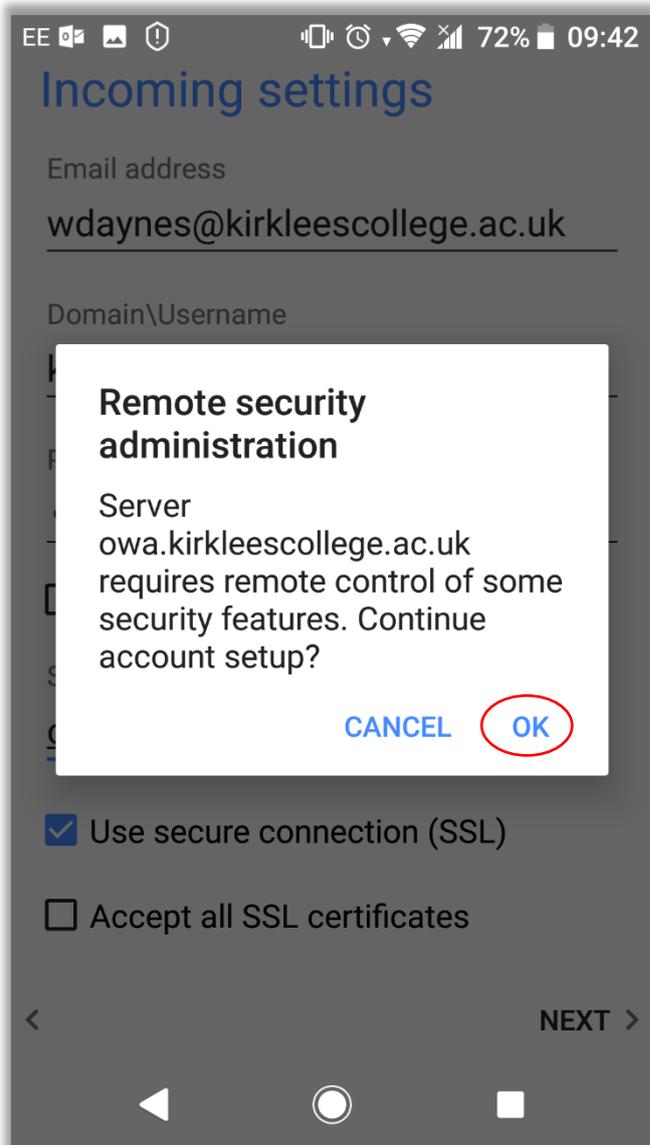
At the bottom right, there is a 'NEXT' button with a right-pointing arrow, which is also circled in red. A back arrow is visible on the bottom left. The phone's navigation bar is at the very bottom.

11, When you have finished entering your details, press the 'Next' button.

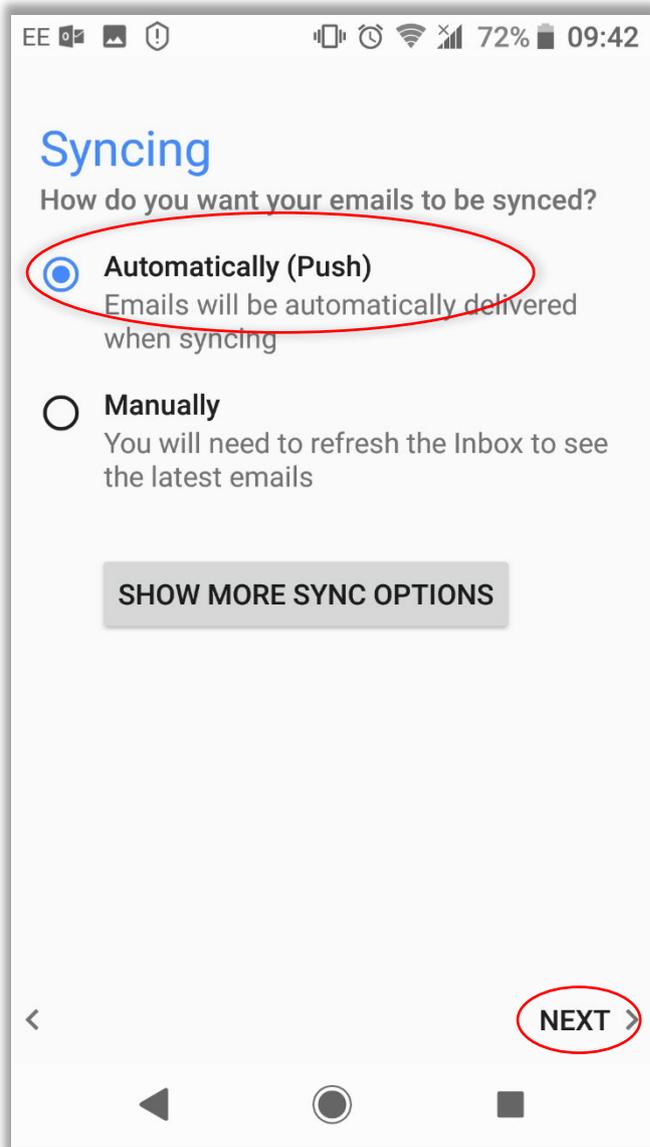
12, The App will try to connect with the mail server, this can take a few minutes, so be patient and do nothing until the next screen, **DO NOT TAP CANCEL**.



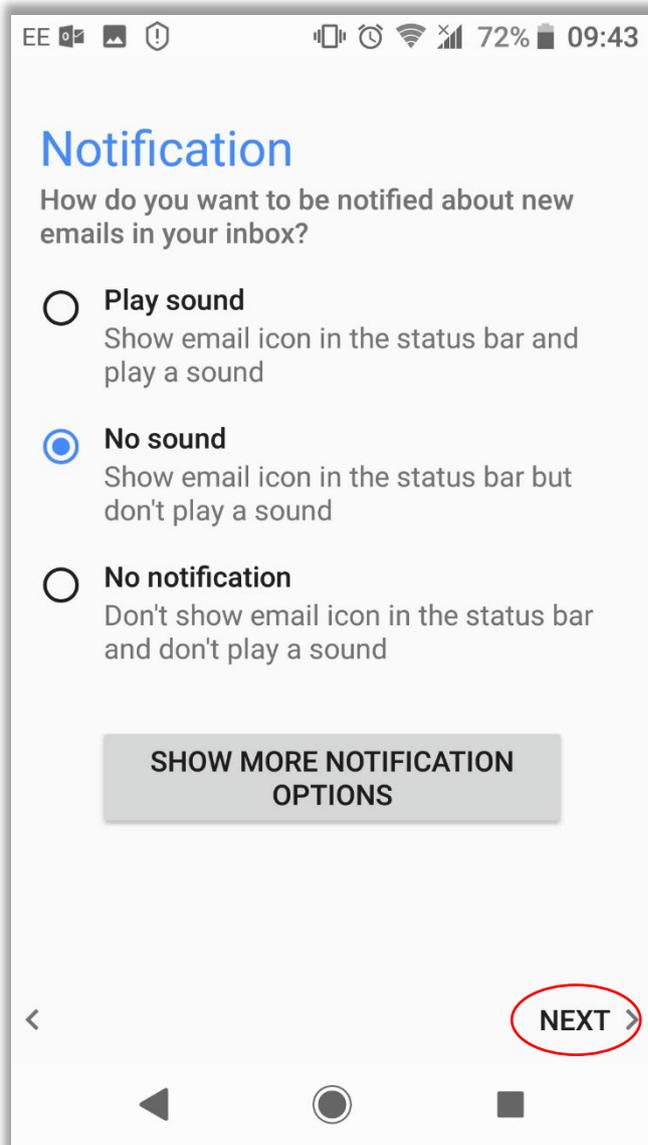
13, A dialogue box will be displayed after a few minutes, tap onto the 'OK' button.



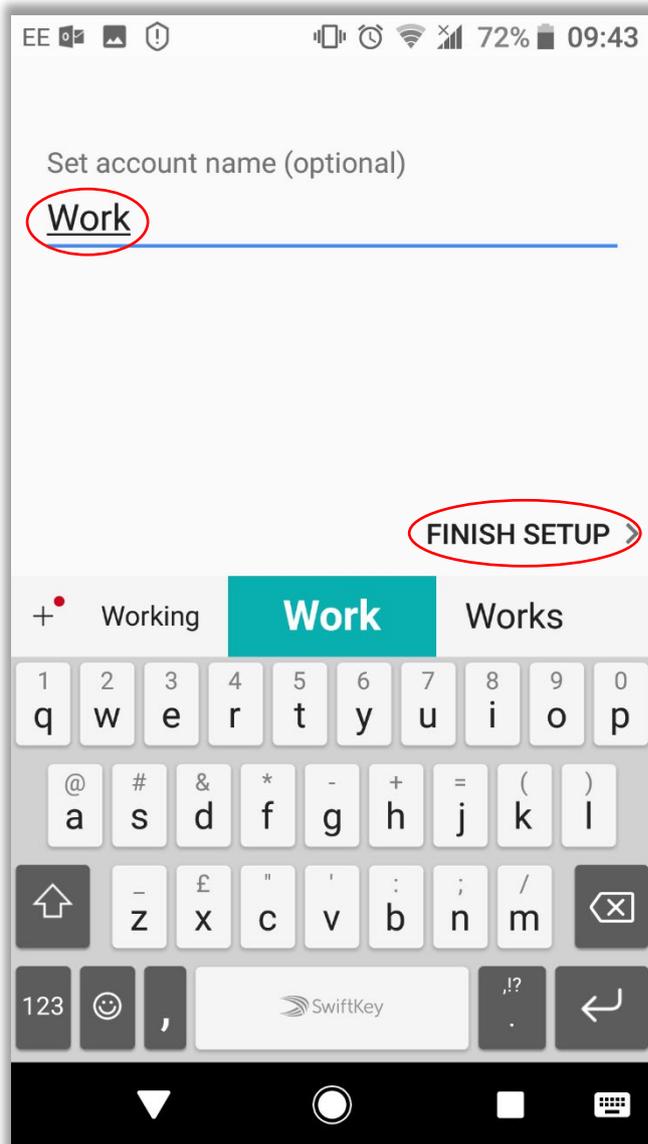
14, On the next screen that appears, select the 'Automatically (Push)' option, and then tap the 'Next' button.



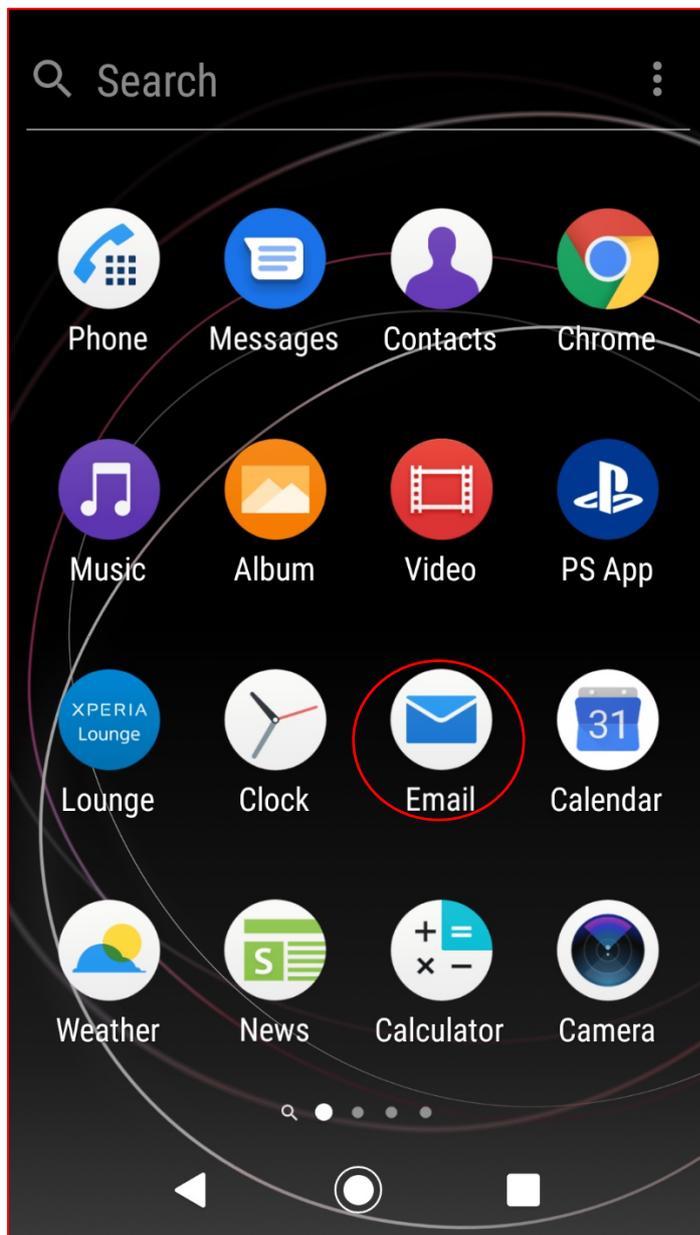
15, Next select how you want to be notified about new emails and calendar events, and then tap onto the 'Next' button.



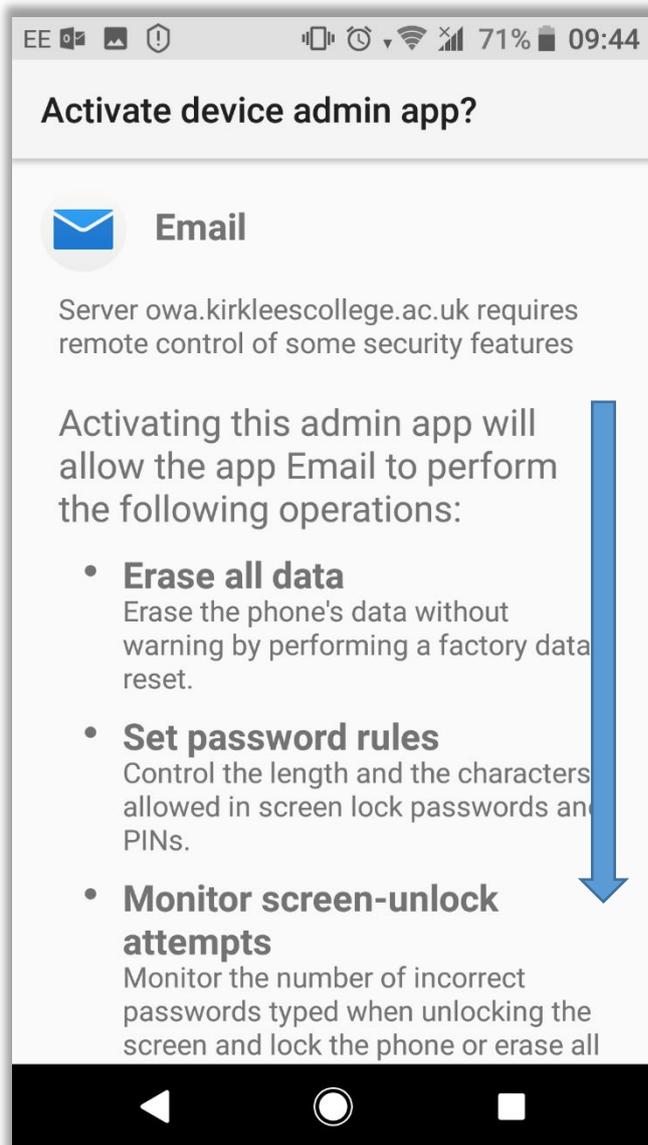
16, Next enter a name for the account and then tap on the 'Finish setup' button.



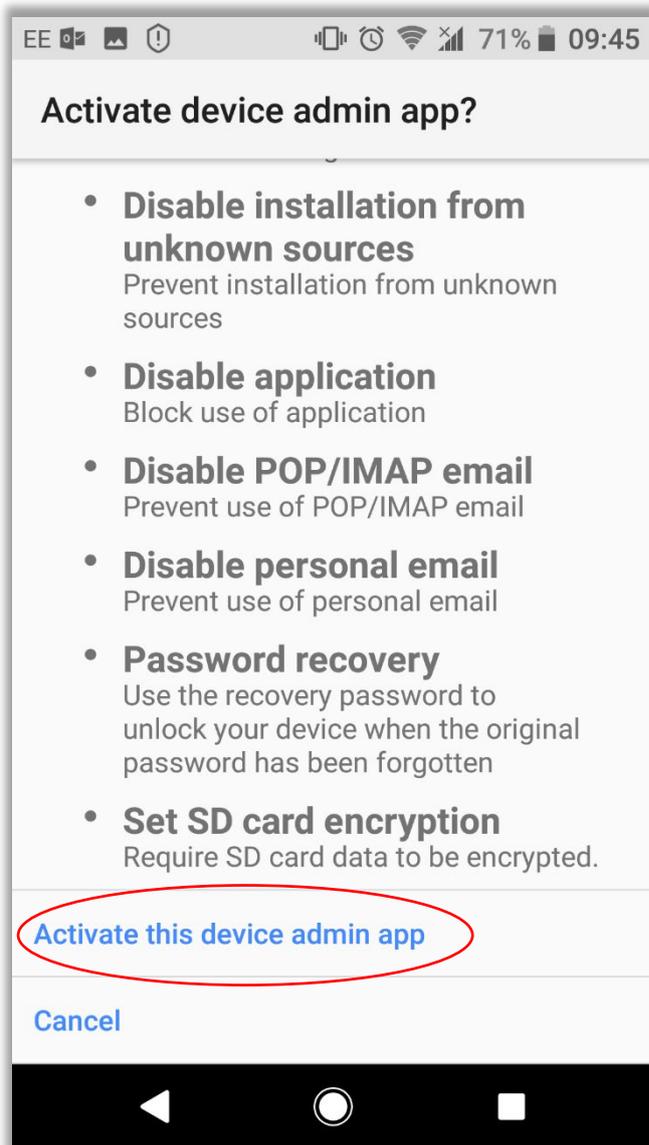
17, Once you have finished setting up Microsoft Exchange from your settings menu, open up your email app



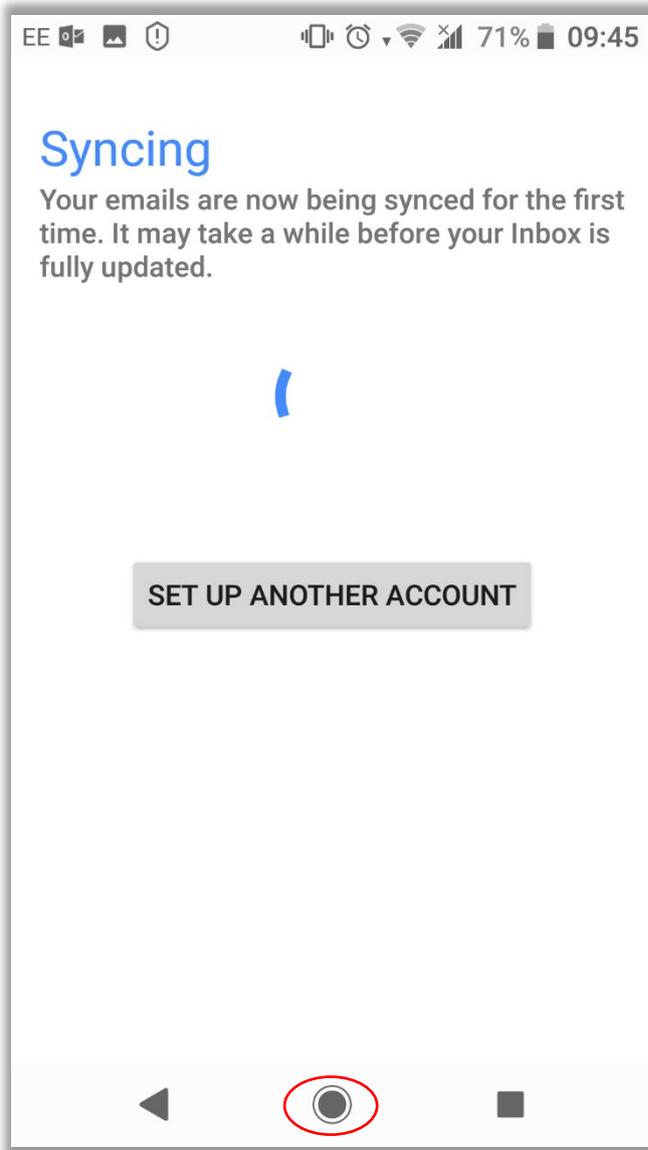
. 19, On the next screen, scroll down the page to the bottom.



20, And tap onto the 'Activate this device admin app'.



21, If the setup has completed successfully, you will see the below dialogue telling you that your emails are syncing with your phone, be aware that this can take a while to complete.



Your phone should now be setup to receive your work emails and your calendar should be populated with your appointments. Tap on the **'Home'** button to return you to the Home screen of your phone.

Set up is now complete.