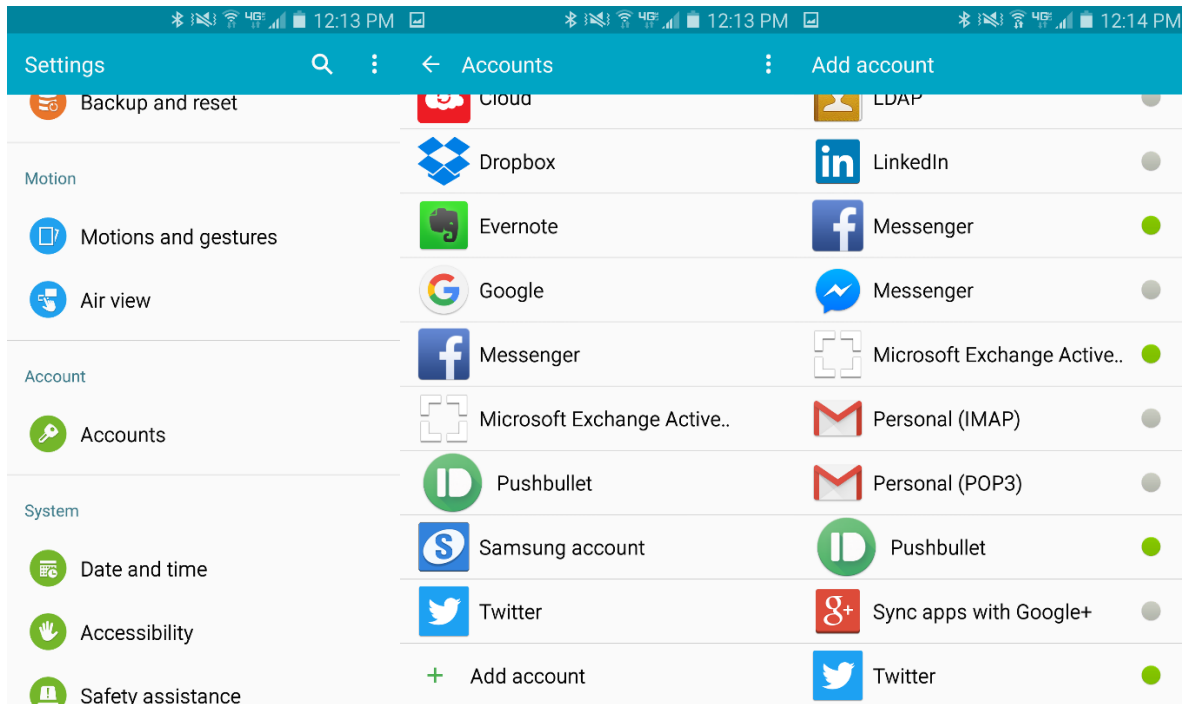


Setting Up Android for Exchange

Follow these steps to set an Android device to access your **Crook County School Exchange e-mail account**. These instructions and images are from a Samsung phone. Your device may not look or have the same options.

1. Set up an e-mail account using Mail.

Open Settings, then Accounts, and scroll down to the bottom and Add Account. Then Select Microsoft Exchange Activesync or corporate email.

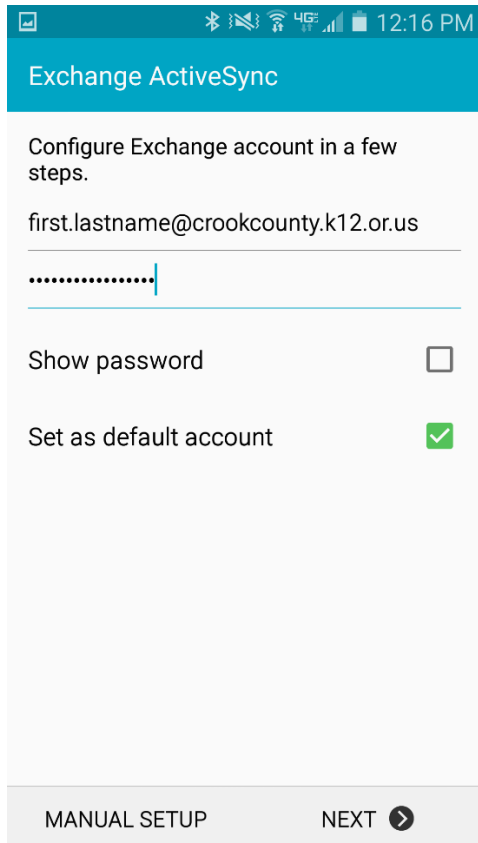


2. Enter your account information.

Enter your Crook County School District e-mail address in the Email field.

Enter your Crook County School District password in the Password field.

Click Next or Manual Setup.



3. Enter your Exchange information.

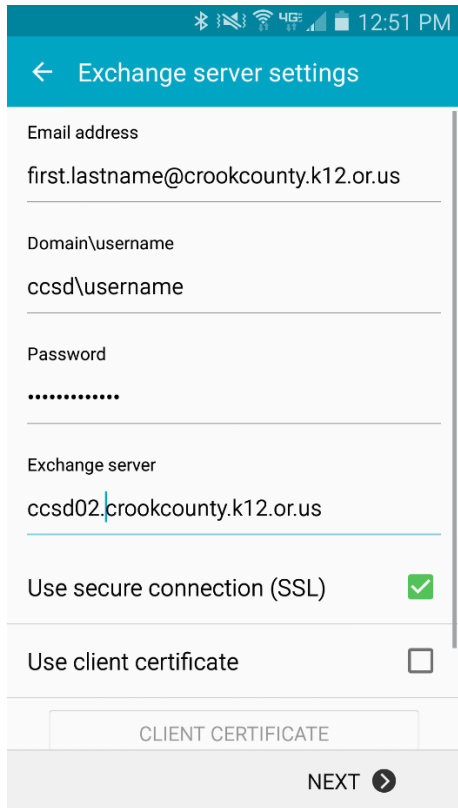
Enter **ccsd** in the Domain\username field as shown in the image. `ccsd\username`

Your username is the same as your computer login. It is either first.lastname or lastnamefirstinitial. For example, it would be either John.Doe or Doej. Enter your username in the Username field.

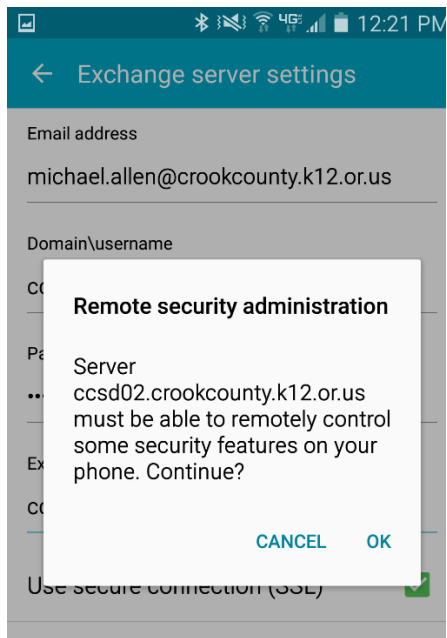
Your password should already be entered into the password field. If not, then enter your password in the password field.

Enter **ccsd02.crookcounty.k12.or.us** in the Server field.

Click Next.



4. Select OK on the Remote security administration



5. Specify period to sync and other sync options. 3 days to 1 week should be sufficient. Select Next.

Account options

Period to sync Email
3 days ▼

Sync schedule
Push ▼

Peak schedule
Push ▼

Emails retrieval size
50 KB ▼

Period to sync Calendar
2 weeks ▼

Notify me when email arrives

Sync Email

NEXT ➤

6. Select Activate to Activate the phone administrator.

Activate phone administrator?

Email

Server ccscd02.crookcounty.k12.or.us must be able to remotely control some security features on your phone.

Activating administrator will allow Email to perform the following operations:

- **Erase all data**
Erase the phone's data without warning by performing a factory data reset.
- **Set password rules**
Control the length and the characters allowed in screen-unlock passwords.
- **Monitor screen-unlock attempts**
Monitor the number of incorrect passwords typed, when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- **Lock the screen**
Control how and when the screen locks.
- **Set lock-screen password expiration**
Control how frequently the lock-screen

CANCEL ACTIVATE

You are all done.