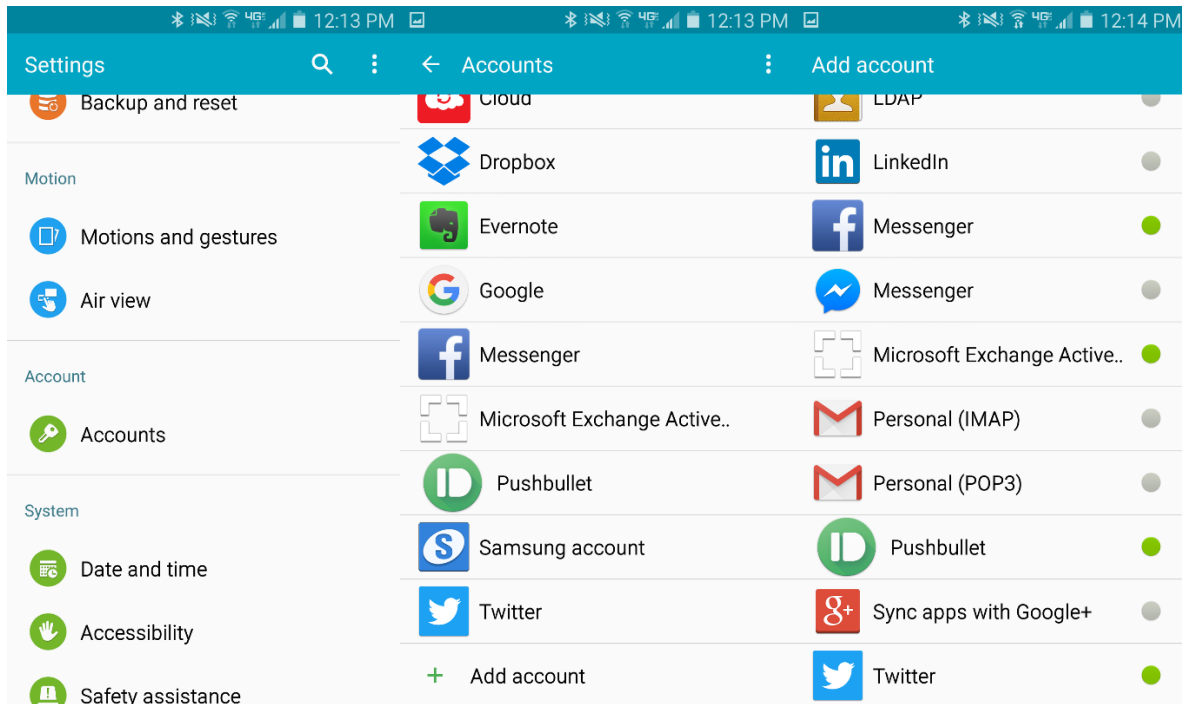


## Setting Up Android for Exchange

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.

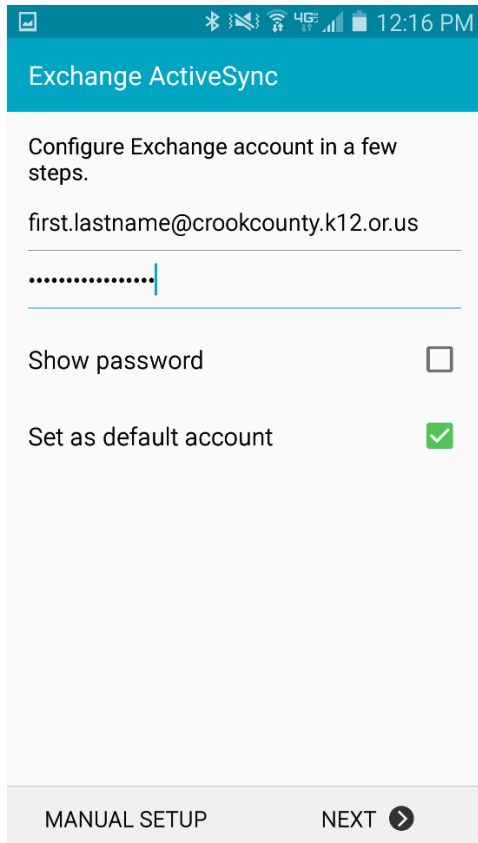


### 2. Enter your account information.

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 **ccs** in the Domain\username field as shown in the image. **ccs\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.

Exchange server settings

Email address  
first.lastname@crookcounty.k12.or.us

Domain\username  
ccs\username

Password  
.....

Exchange server  
ccsd02.crookcounty.k12.or.us

Use secure connection (SSL)

Use client certificate

CLIENT CERTIFICATE

NEXT >

4. Select OK on the Remote security administration

Exchange server settings

Email address  
michael.allen@crookcounty.k12.or.us

Domain\username  
ccs\username

Exchange server  
ccsd02.crookcounty.k12.or.us

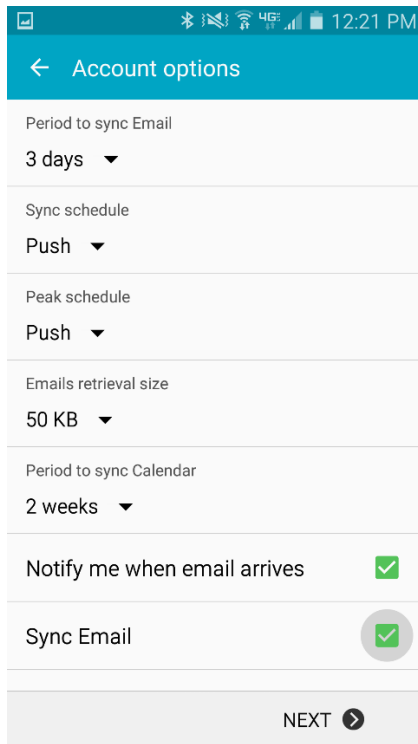
Use secure connection (SSL)

**Remote security administration**

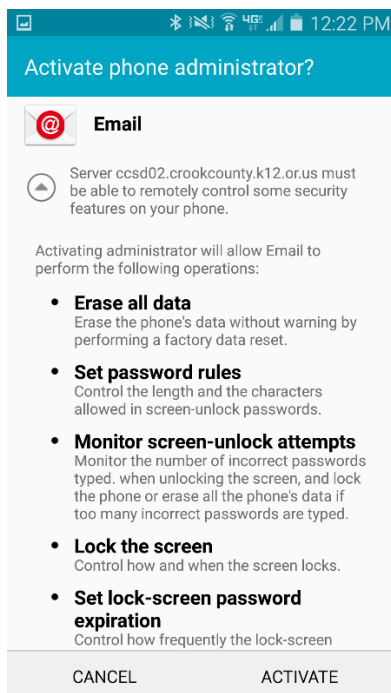
Server  
ccsd02.crookcounty.k12.or.us  
must be able to remotely control  
some security features on your  
phone. Continue?

CANCEL OK

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



6. Select Activate to Activate the phone administrator.



You are all done.