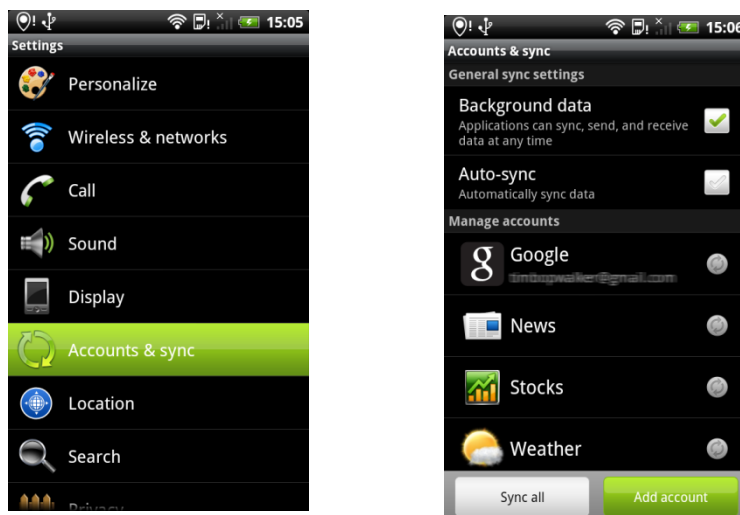


How to set up your email on phone- Android edition

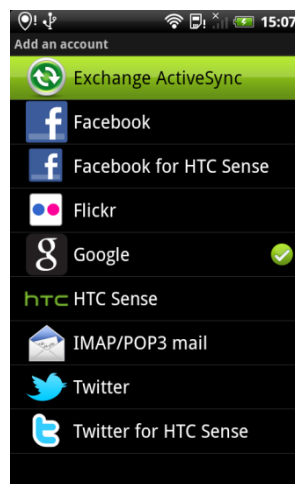
1. Go to your Android settings



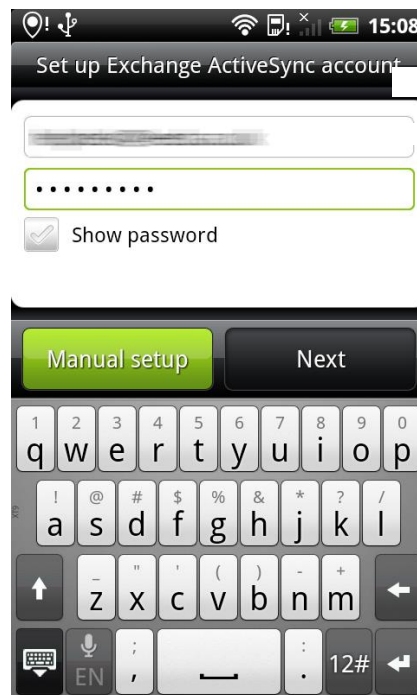
2. Go to accounts and sync -> Add new account



3. Click **Exchange ActiveSync** (also known as Microsoft ActiveSync)



4. Email and password will appear, click **manual setup**.



5. In these following sections input these settings:

Email Address: Yourname@bemrose.derby.sch.uk

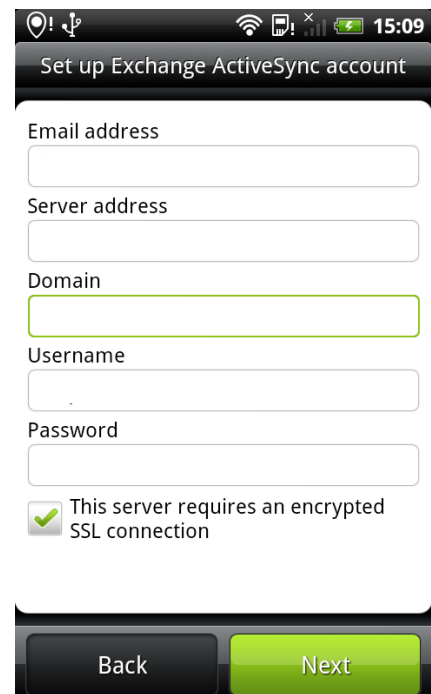
Server Address: bemrose.derby.sch.uk

Domain: Bemrose.derby.sch.uk

Username: Your Username

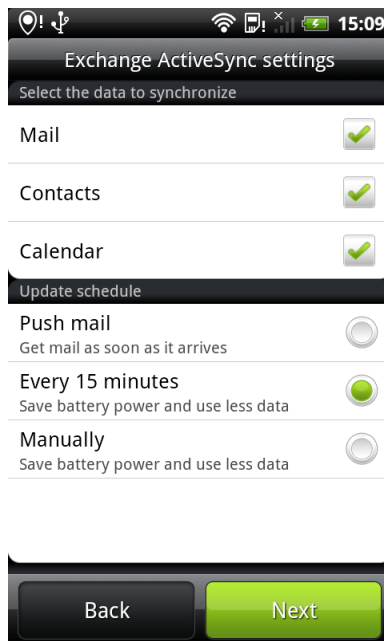
Password: *****

Press **Next**



6. Settings → tick **mail contacts and calendar** Update settings → tick **every 15 minutes**

Press **Next**



7. Name account and click **finish**.

