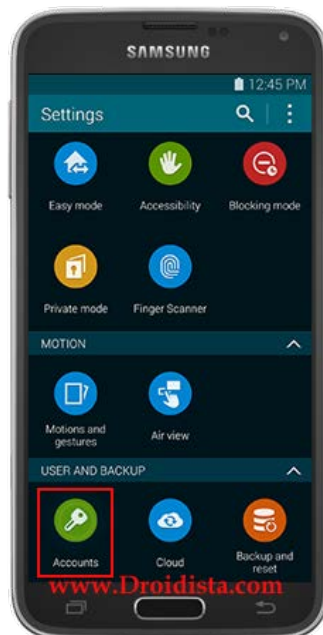


How to Add your College of the Desert Exchange Account to Your Android Phone

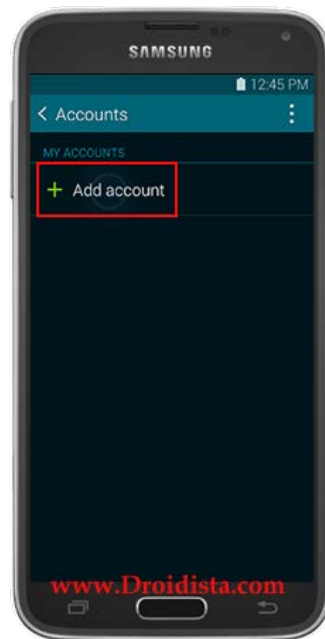
Step 1: From the **Home** screen, tap the **Apps** icon and then **Settings**.



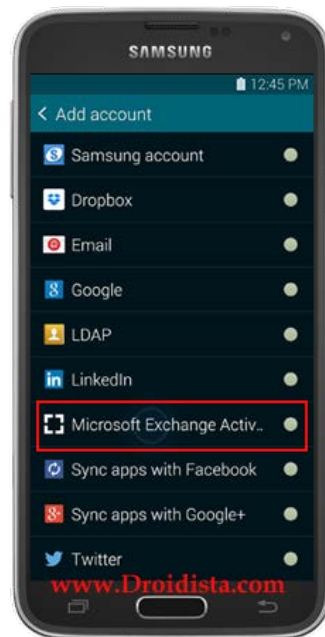
Step 2: Now scroll down to 'USER AND BACKUP' section and tap **Accounts**.



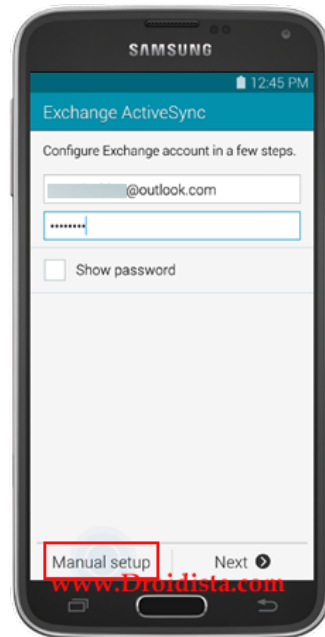
Step 3: Tap Add Account.



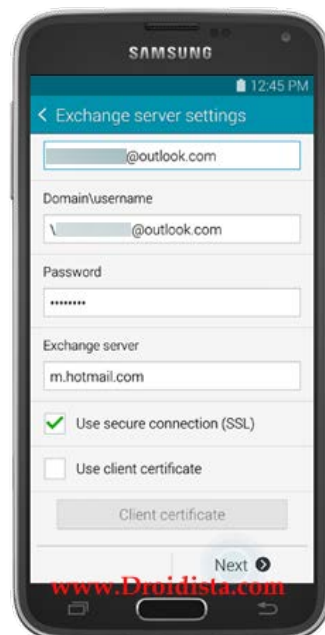
Step 4: On the next screen find and tap Microsoft Exchange ActiveSync.



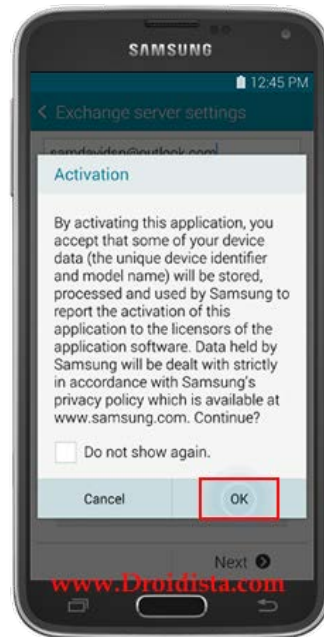
Step 5: Now enter your **Exchange email address** and your **password**. Then, tap **Manual setup** on the bottom of the screen.



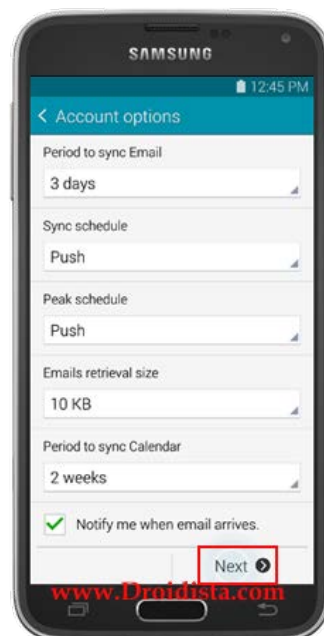
Step 6: You must know your server settings because in this screen, you will enter them. The information you need are: **email address**, **password**, **dccd/username**, and **Exchange server: email.collegeofthedesert.edu**



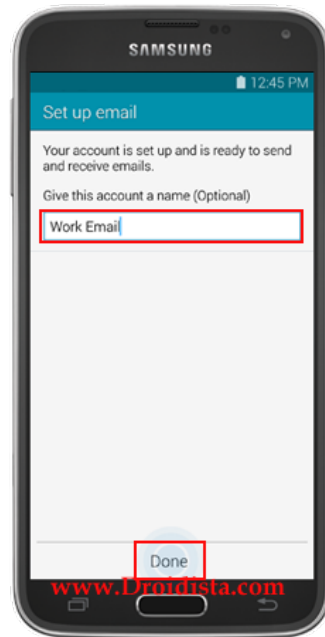
Step 7: On the next screen, you will be prompted with the **Activation information**. Read it and tap **OK**.



Step 8: Now, you need to configure your account and set **Period to sync email**, **Sync schedule**, **Peak schedule**, **Emails retrieval size**, and **Period to sync Calendar**. You may also want to check the option **Notify me when email arrives**.



Step 9: Lastly, you need to give your account recognizable name in case you have more than one account on your phone, then tap **Done** when finished.



All details of your Exchange account can be edited anytime, so you don't have to worry if you've entered incorrect information. After all, you would know if the information you provided weren't correct because the **ANDROID** can't sync with **Microsoft Exchange ActiveSync** server.