

This guide explains how to setup KSUmail on an Android Device. You will be able to synchronize your emails, calendar, contacts, and tasks.

DEVICE SETUPS MAY VARY DEPENDING ON THE OS VERSION AND THE MODEL OF THE DEVICE.

Note: This documentation was written using a Google Pixel XL on Android version 8.1.0. Configuration may be slightly different.

1. Open the apps on your device and tap **Settings**.

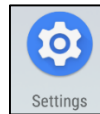


Figure 1 - Settings

2. Tap **accounts**.

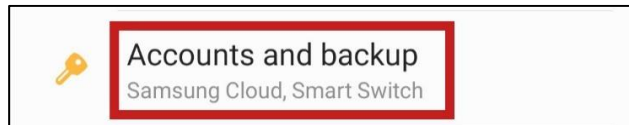


Figure 2 – Accounts

3. The *Accounts* window opens. Tap **Accounts**.

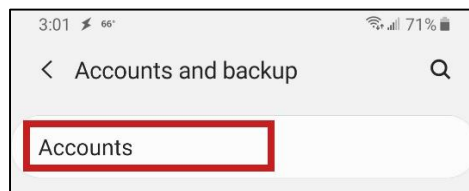


Figure 3 - Accounts

4. **Add account.**

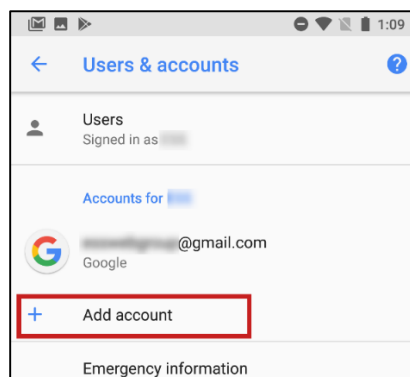


Figure 4 - Add Account

5. Tap **Exchange** from the list of account types.

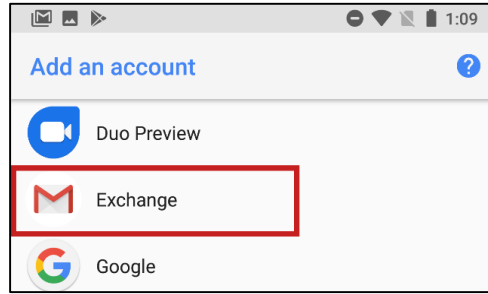


Figure 5 – Exchange

6. The *Add Account* screen will open. Enter your **KSU email address**. Tap **enter** on your keyboard to proceed.

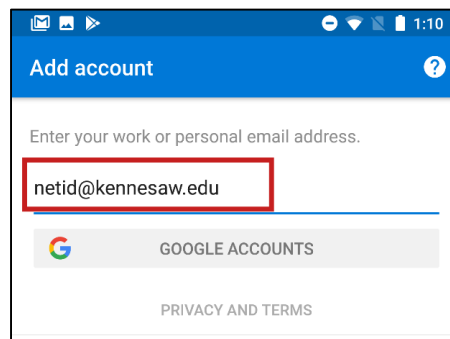


Figure 6 - Enter KSU Email Address

7. The *Authentication screen* will open. Enter your **KSU email address** and **password** (See Figure 7).
8. Tap **Sign in** to complete authentication (See Figure 7).

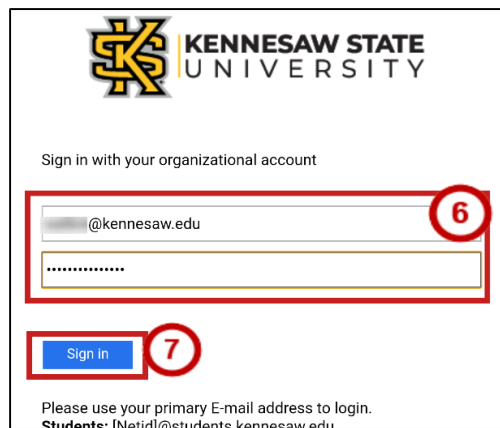


Figure 7 – Authentication

9. You will be asked to complete authentication through Duo.

10. Once you have finished authentication, the app will request access. Tap **Activate**.

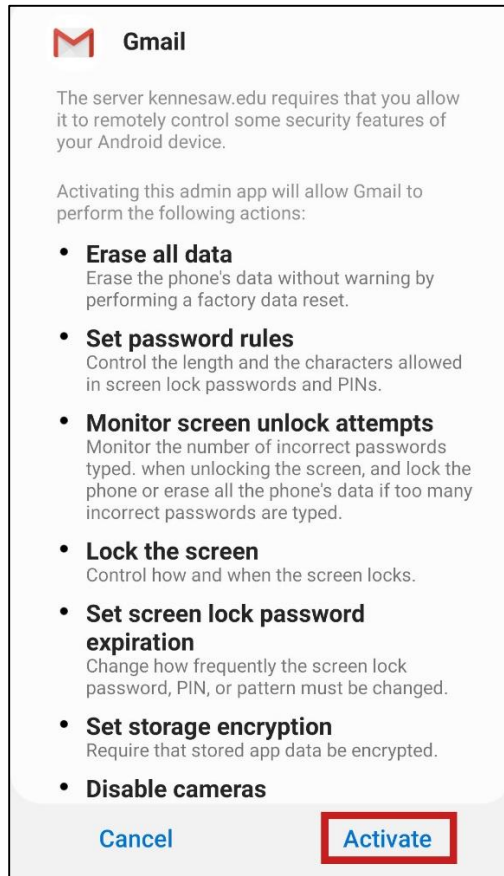


Figure 8 - Activate

11. A second screen will appear indicating *Gmail* needs access. Tap **Review Permissions**.

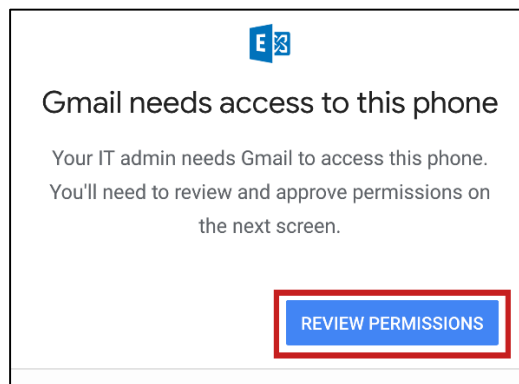


Figure 9 - Review Permissions

12. The *Activate Device Admin App* screen appears. Tap **Activate this device admin app**.

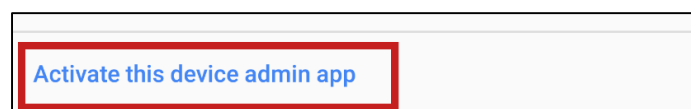


Figure 10 - Activate This Device Admin App

13. Your KSUmail account will now be set-up on your device. To access your mail, tap the **Gmail** app.

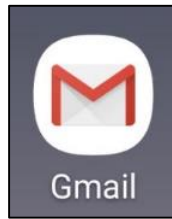


Figure 11 – Gmail

14. To swap between multiple mail accounts, tap your **user icon** in the upper-right (See Figure 12).

15. Tap your **KSUmail** account to switch (See Figure 12).

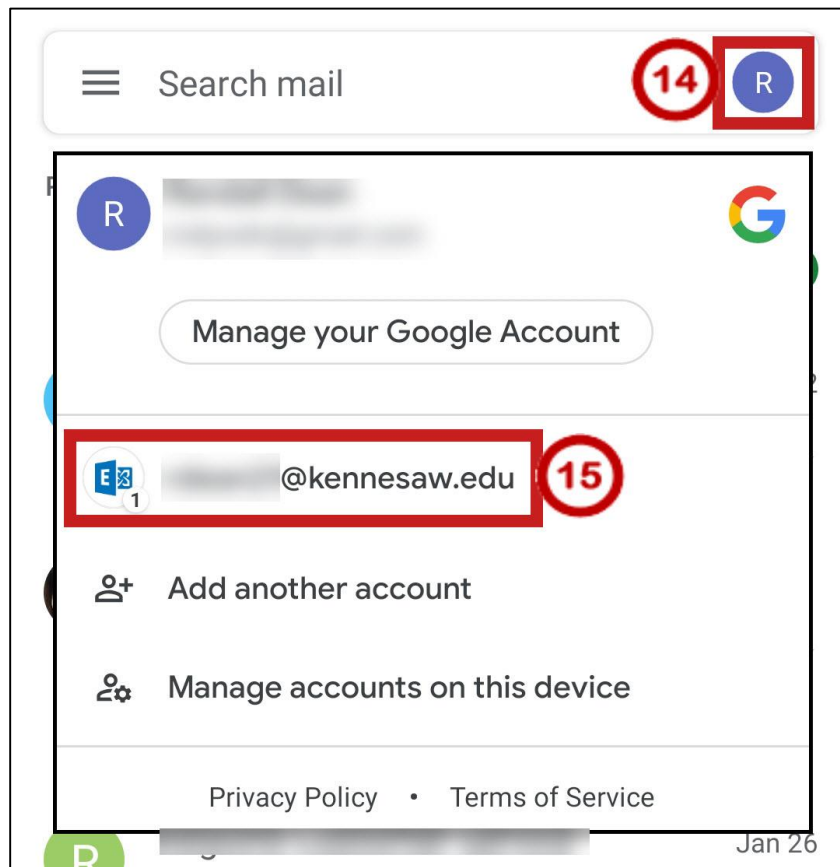


Figure 12 - Switch Accounts