Students Setting up KSUmail on an Android Device

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

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

Note: This documentation was written using the Samsung Galaxy S7 Edge on Android version 7.0. Configuration may be slightly different.

1. Tap **Apps** on the *Home* screen of your device.

![Figure 1 - Tap Apps](image1)

2. Tap **Settings**.

![Figure 2 - Tap Settings](image2)

3. Tap **Cloud and accounts**.

![Figure 3 - Tap Cloud and accounts](image3)

4. Tap **Accounts**.

![Figure 4 - Tap Accounts](image4)
5. Tap **Add account**.

6. Tap **Microsoft Exchange ActiveSync**.

7. Enter the following credentials:
   a. Email Address - Type your **NetID@students.kennesaw.edu** (e.g. jdoe123@students.kennesaw.edu) (See Figure 7).
   b. Password - Type your **NetID password** (See Figure 7).

8. Tap **SIGN IN** (See Figure 7).

9. For the **Remote security administration** prompt, tap **OK**.
10. Choose what, how much, and when to synchronize:
   a. **Period to sync Email** - The amount of emails you want to keep on your device (See Figure 9).
   b. **Sync schedule** - How often you want your device to check for messages (See Figure 9).
   c. **Emails retrieval size** - The maximum email size that will automatically be delivered to your device (See Figure 9).
   d. **Period to sync Calendar** - The amount of calendar appointments you want to keep on your device (See Figure 9).
   e. **Notify me when email arrives** - Your device will notify you when you receive a new email (See Figure 9).
   f. **Sync Calendar** - Choose if you want to synchronize the calendar (See Figure 9).

**Note:** If you enable *Sync Messages* your phones received text messages will be synchronized to your email.

11. Tap **NEXT** (See Figure 9).

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![Figure 9 - Choose How to Synchronize](image-url)
12. From the Device Administrator prompt, tap **ACTIVATE**.

![DEVICE ADMINISTRATOR](image)

**Figure 10 - Tap Activate for Device Administrator**

13. For the Account name, type **KSUmail** (See Figure 11).

14. Tap **DONE** (See Figure 11).