Step by step instructions:

1.1. Go to Setting -> Accounts & Sync

1.2. Click “Add Account”

1.3. Type your CSL email address and password. Click Next

1.4. A screen with server setting will appear

1.4.1. For Domain\Username type “CSLNET\username” *(see right)*

1.4.2. Type the password associated with your account

1.4.3. For the Server type “mail.csl.edu” *(right)*

1.4.4. Click Next at the bottom of the screen

1.5. Account options will appear

1.5.1. Configure the setting based upon your needs

1.5.2. You may wish to check the box to make this account default

1.6. After clicking Next you will need to click Activate to allow the device to administrate the email account

1.7. Next you will be asked to create a PIN or Password for the device. This is a security feature of Microsoft Exchange Server. If you already have a PIN or Password set for your Android device you will not see this screen.

1.8. Your account is now activated on your device

1.8.1. Please contact Tech Services Help Desk with any questions (ext. 7231 helpdesk@csl.edu)

N.B. HTC Android phones may not work with Microsoft Exchange Server.