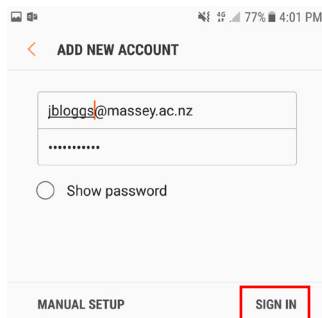


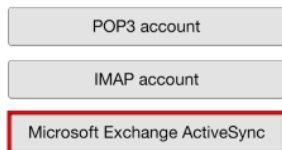
3. Enter email address as `username@massey.ac.nz` and enter your Massey network password.

4. Tap **SIGN IN**

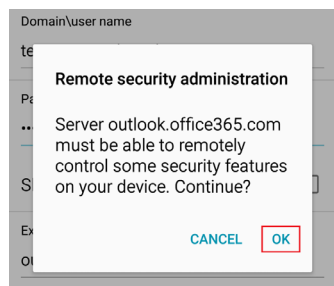


5. Tap **MICROSOFT EXCHANGE ACTIVESYNC**

What type of account?



6. Tap **OK**



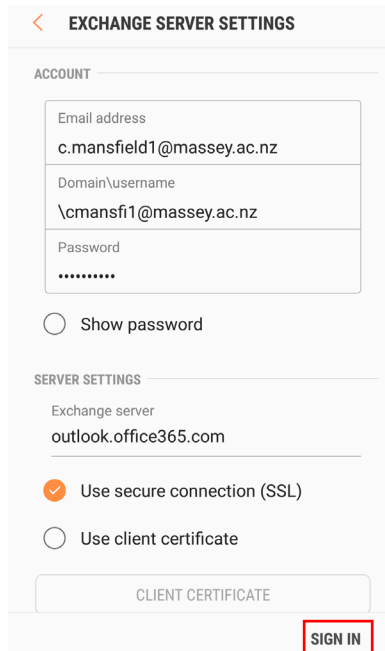
7. Tap **ACTIVATE**

Activating administrator will allow Email to perform the following operations:

- **Erase all data**
Erase the phone's data without warning by performing a factory data reset.
- **Set password rules**
Control the length and the characters allowed in screen-unlock passwords.
- **Monitor screen-unlock attempts**
Monitor the number of incorrect passwords typed when unlocking the screen and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- **Lock the screen**
Control how and when the screen locks.
- **Set lock-screen password expiry**
Control how frequently the lock-screen password must be changed.

CANCEL **ACTIVATE**

8. Tap **SIGN IN**



Note: Check the Server settings has **outlook.office365.com** in the Exchange server.

9. Your device is now linked to your Massey email account

RECONNECTING YOUR MASSEY EMAIL ACCOUNT ON YOUR ANDROID DEVICE.

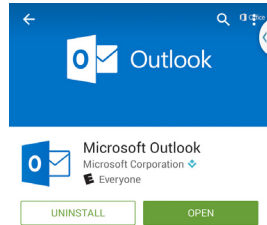


Your emails will NOT be lost following these steps

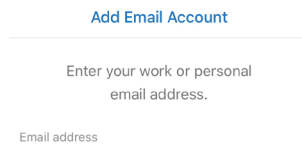
There are two options to reconnect your Android device.: one is to download the Outlook App and the second is to reconnect your existing Email App.

Option 1

1. Download the free Outlook application from the Play Store.



2. Enter your Massey Username@massey.ac.nz and your normal network password.



3. The app will automatically configure your device to link to your Outlook mailbox and calendar.

Option 2

To reconnect your Massey emails, you must first remove your current Massey email account from your device.

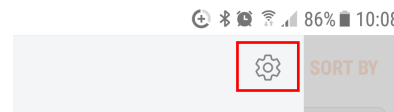
NB: Your emails will NOT be lost by following these steps.

1. Open the email app

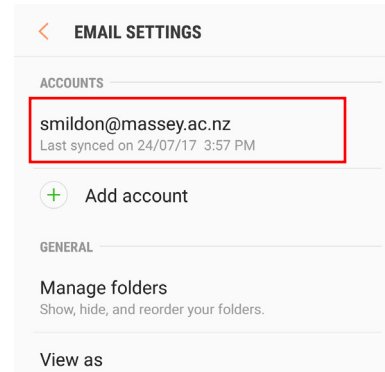


2. Tap the menu icon (top left)

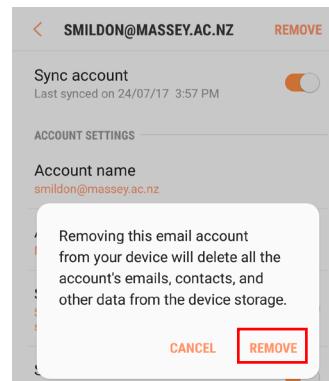
3. Tap the **SETTINGS** ICON



4. Tap your Massey email account



5. Tap **"REMOVE"** and confirm **"Remove"**



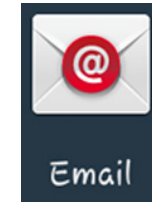
6. Tap the **EMAIL SETTINGS**

If you have another account set up in this app, this will take you to its inbox.

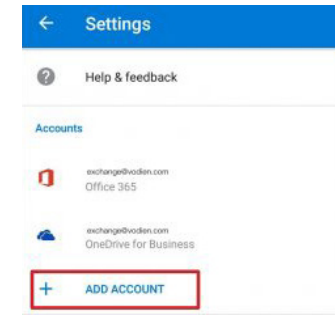
YOU WILL NOW BE ABLE TO RECREATE YOUR MASSEY EMAIL ACCOUNT.

Disconnect from MUPrivateEquipment or MUStaff wireless networks.

1. Open the email app



2. Tap **ADD NEW ACCOUNT**



Note: screens may look slightly different in different versions of the Android operating system.