1. Go to your **Settings** located in your **Apps**

2. Select **Add account**
3. Select Microsoft Exchange ActiveSync

4. Enter domain username and password and select Manual setup

You can configure email for most accounts in a few steps.

jackson123@tnstate.edu

Password

Show password

Send email from this account by default
5. Enter the Exchange Server credentials: email.tnstate.edu

- Domain\username
  - tnstate\jackson123

- Password
  - ********

- Exchange server
  - email.tnstate.edu

- Use secure connection (SSL)

- Use client certificate

Mobile device ID
- SEC1325376104576

6. You should see this message or one similar to it. Select OK if you agree.
7. Select **Activate** to complete the setup.

- **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 expiration**

**Cancel**    **Activate**