How to configure your email on an Android device
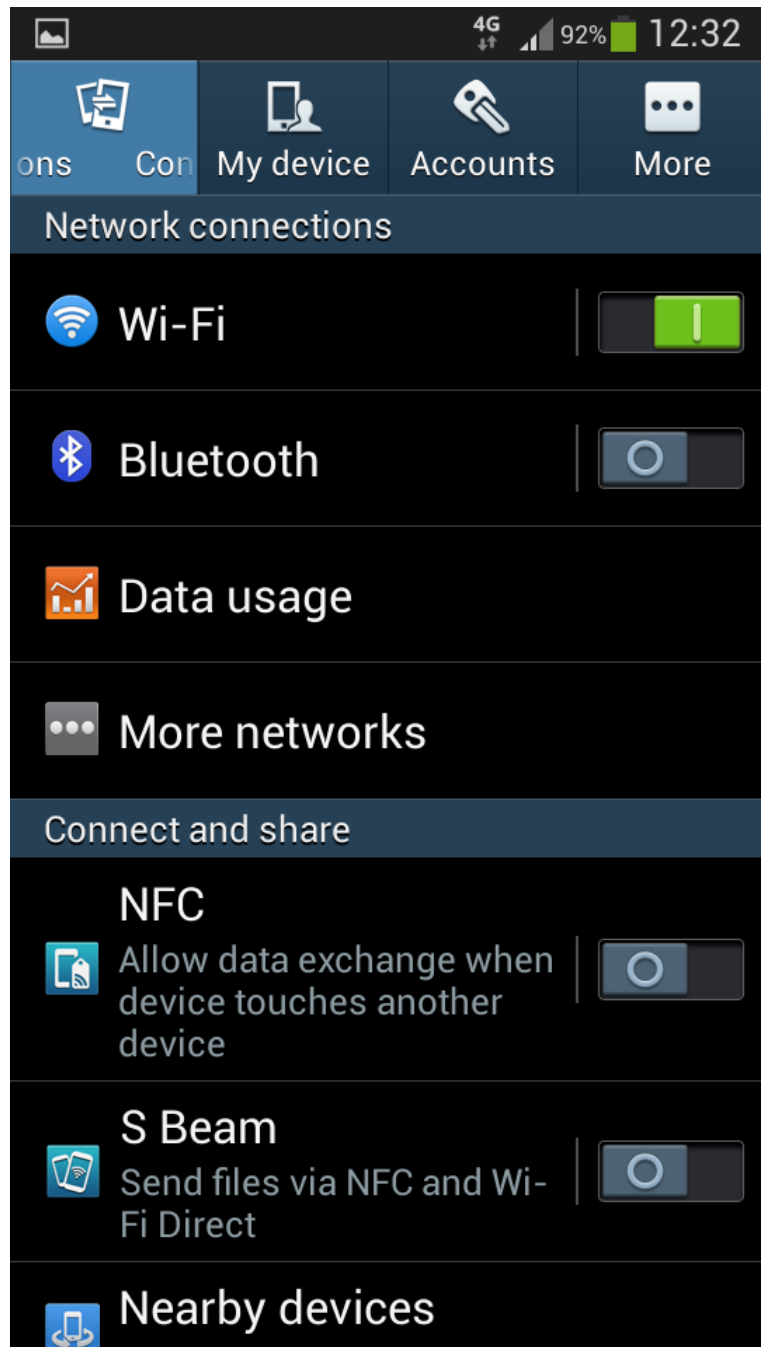
How To Guide
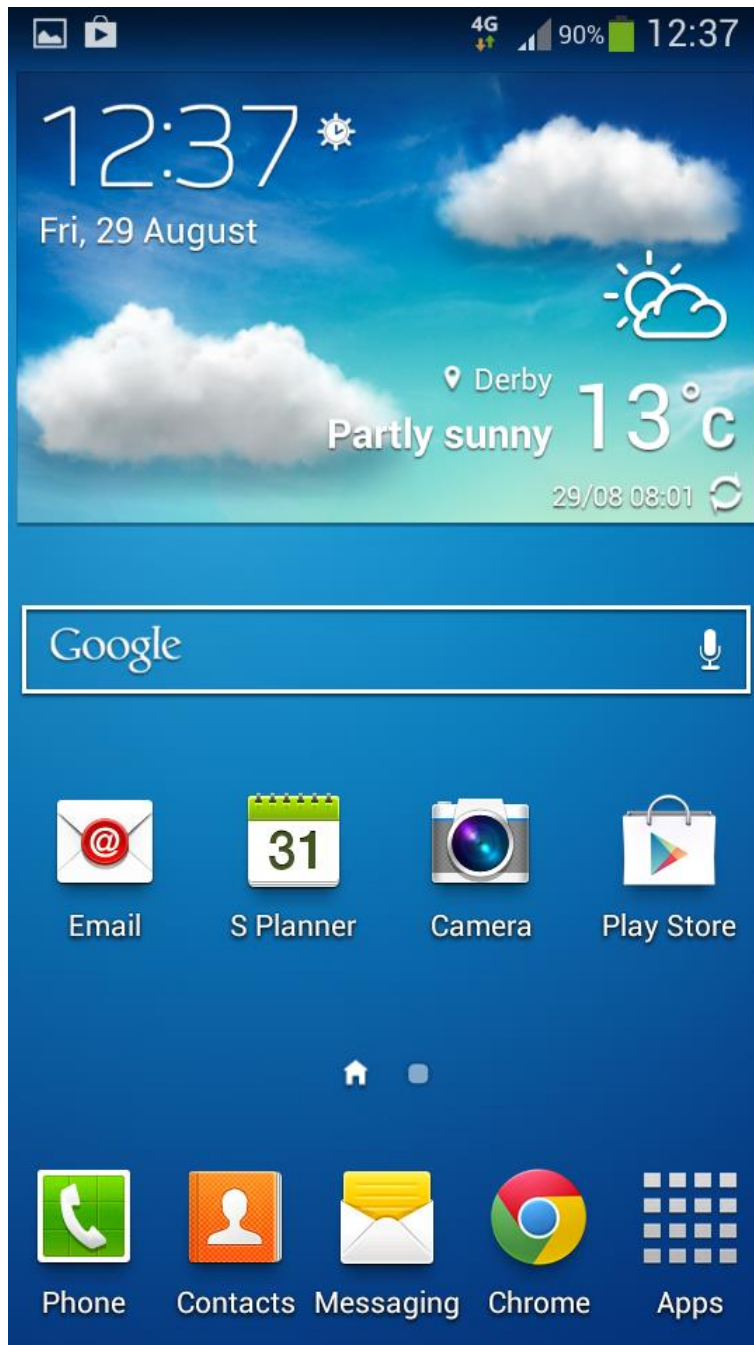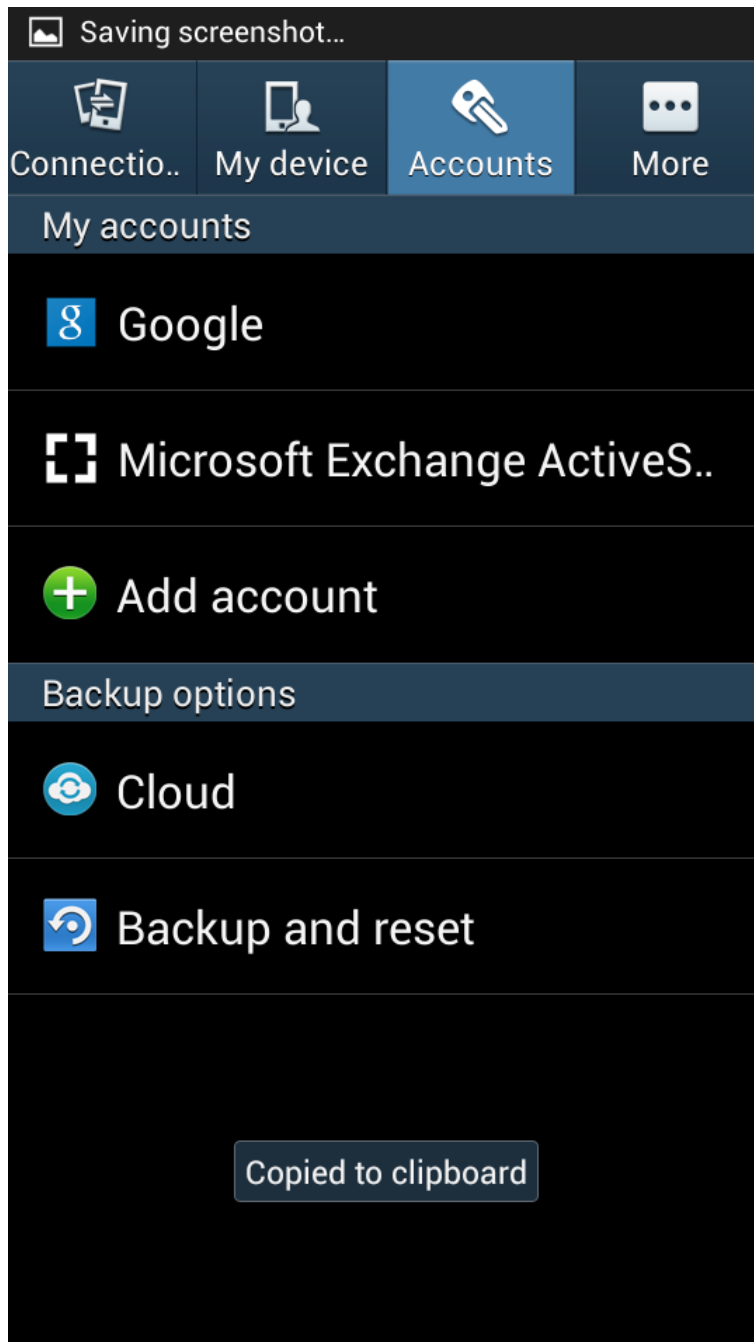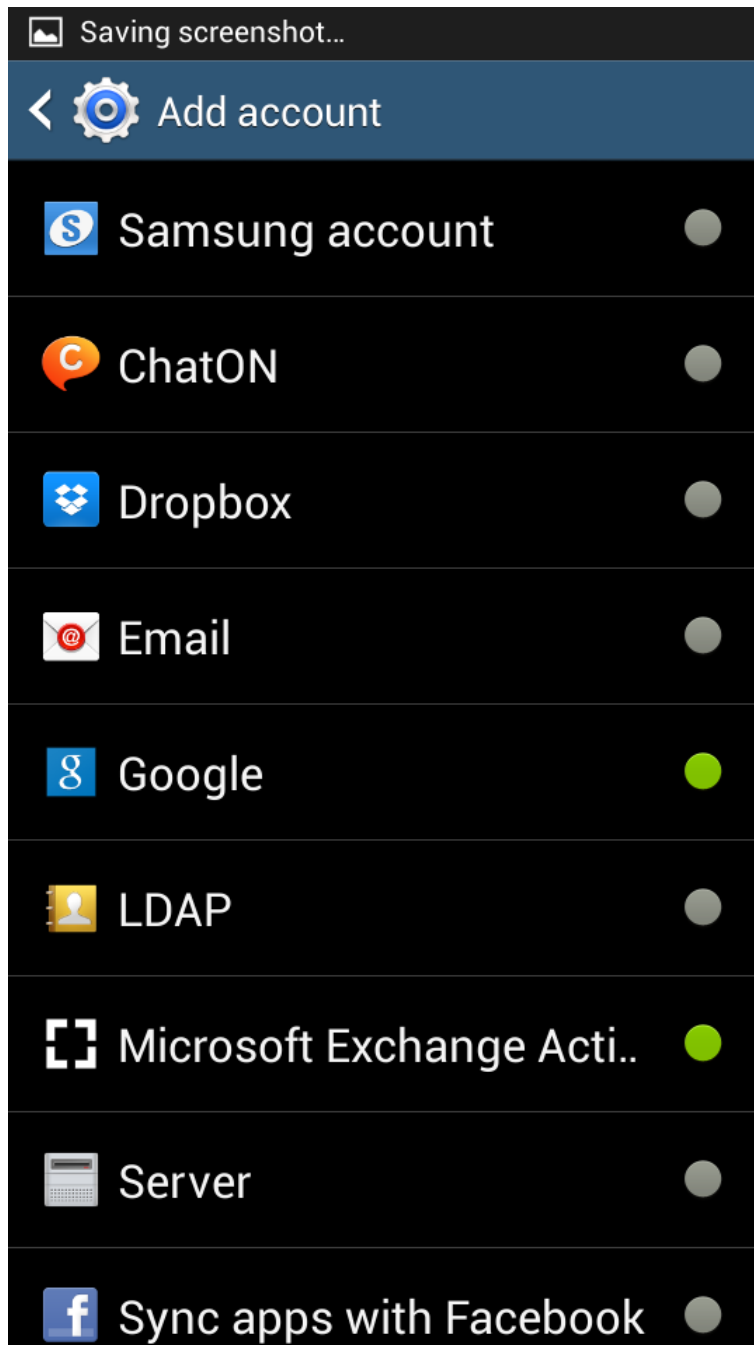
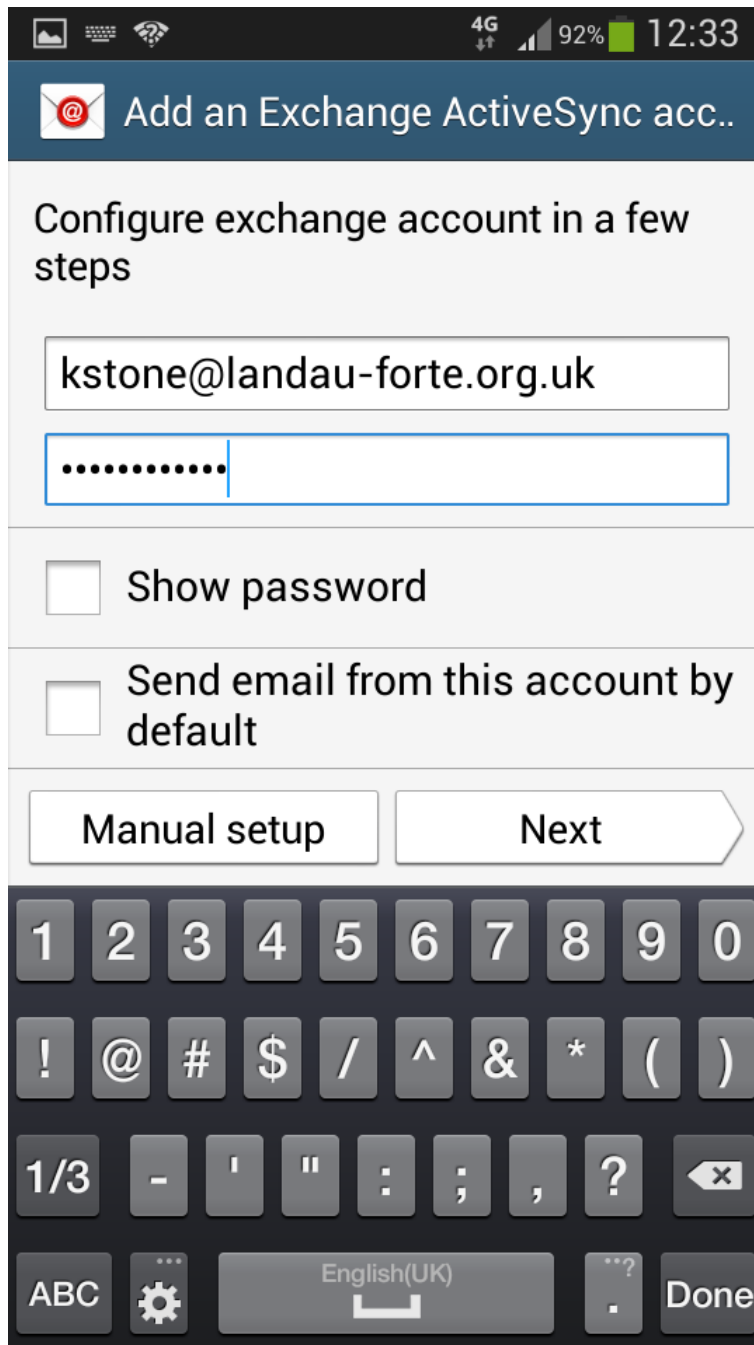1. On your Android device, go to the **Settings** application.

2. Click on **Accounts** on the bar at the top of the screen.
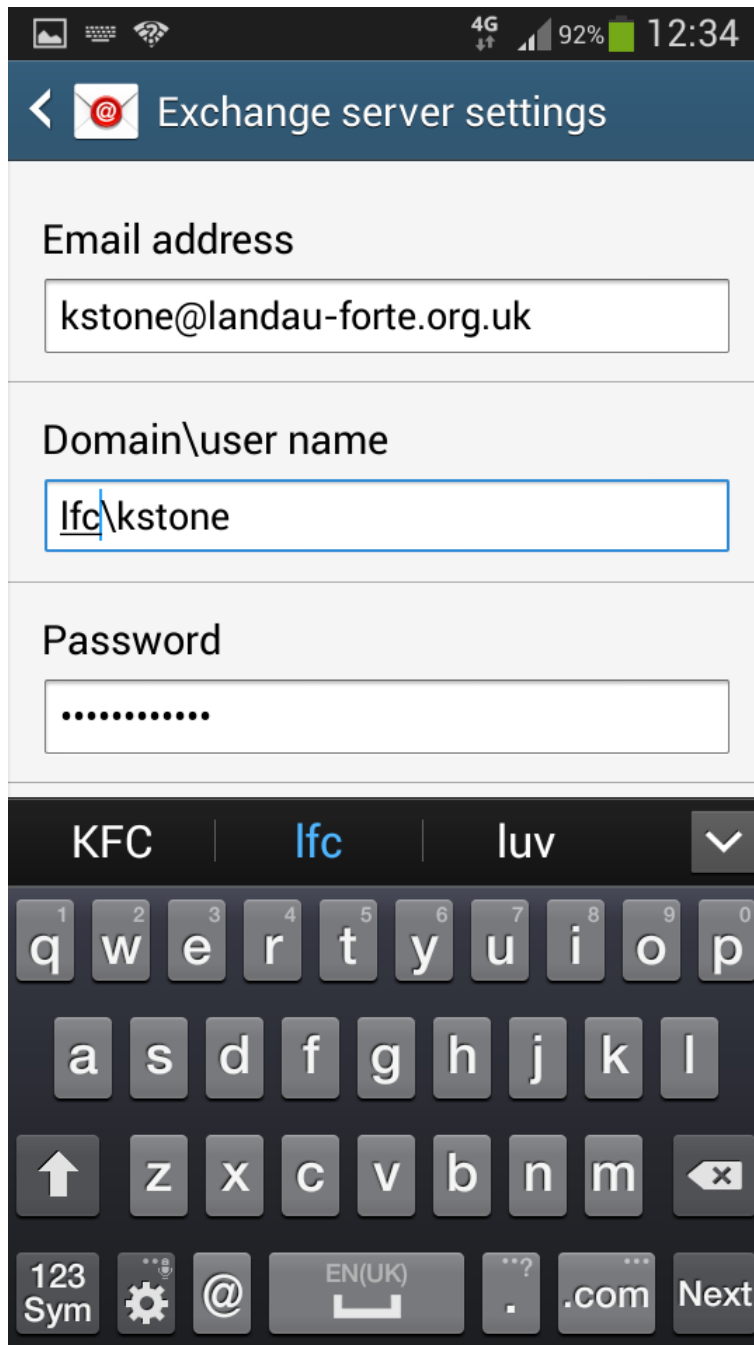
3. Select **Add Account**

4. Select **Microsoft Exchange ActiveSync**

5. You will be asked to enter information to set up the email account. Please use the following information:
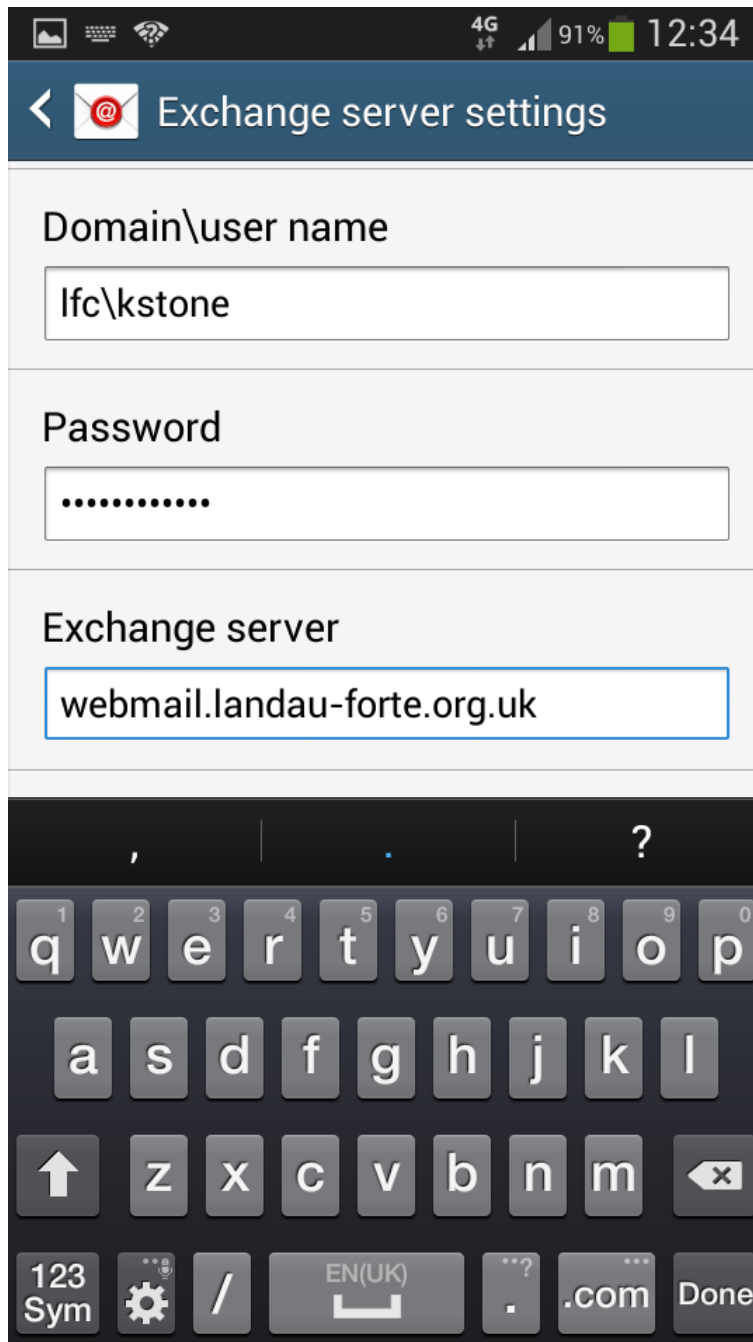
Email   USERNAME@landau-forte.org.uk

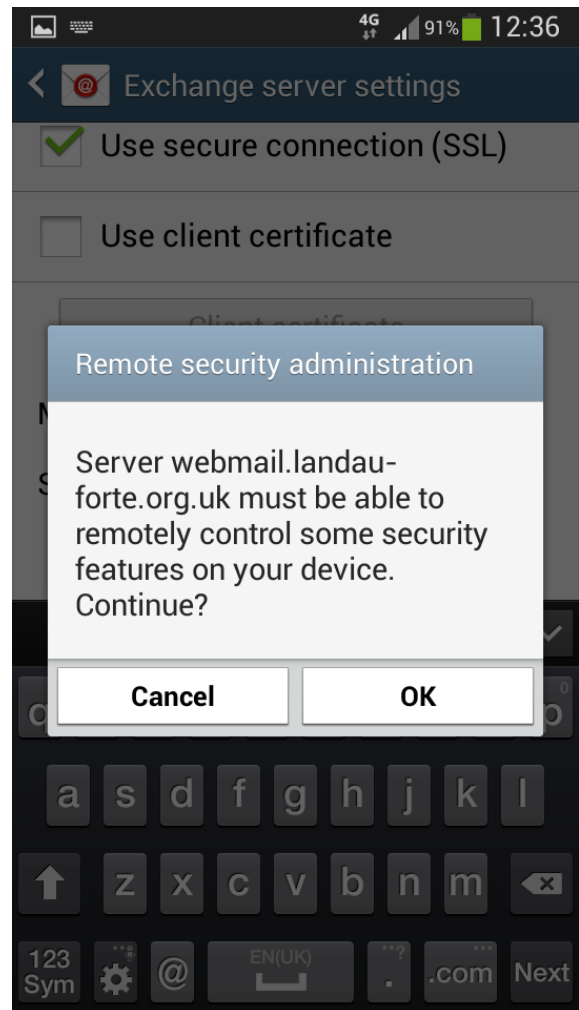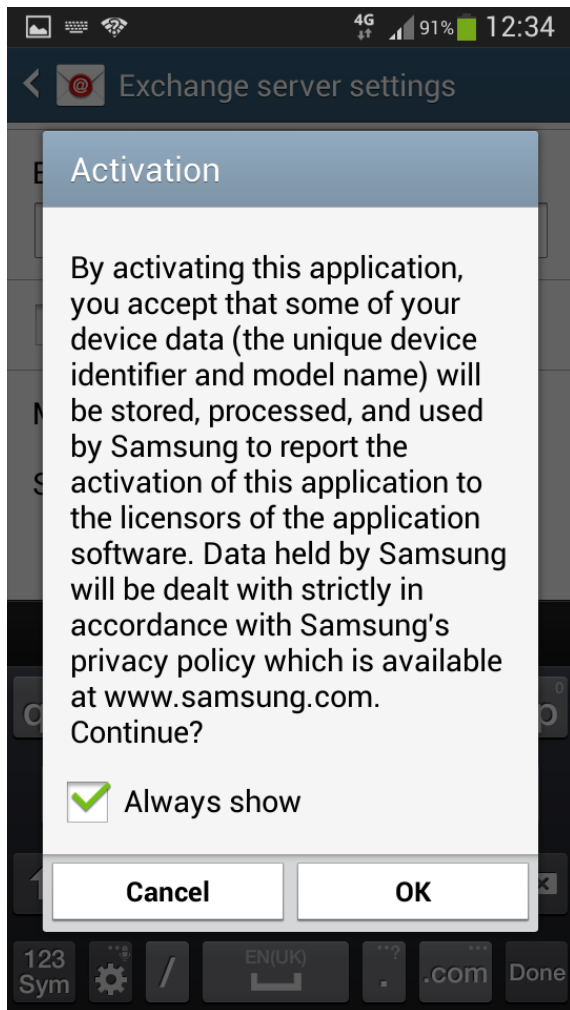**Password**   Your College Password (Case sensitive)

6. You will then need to enter the following in the **Domain\user name** field:

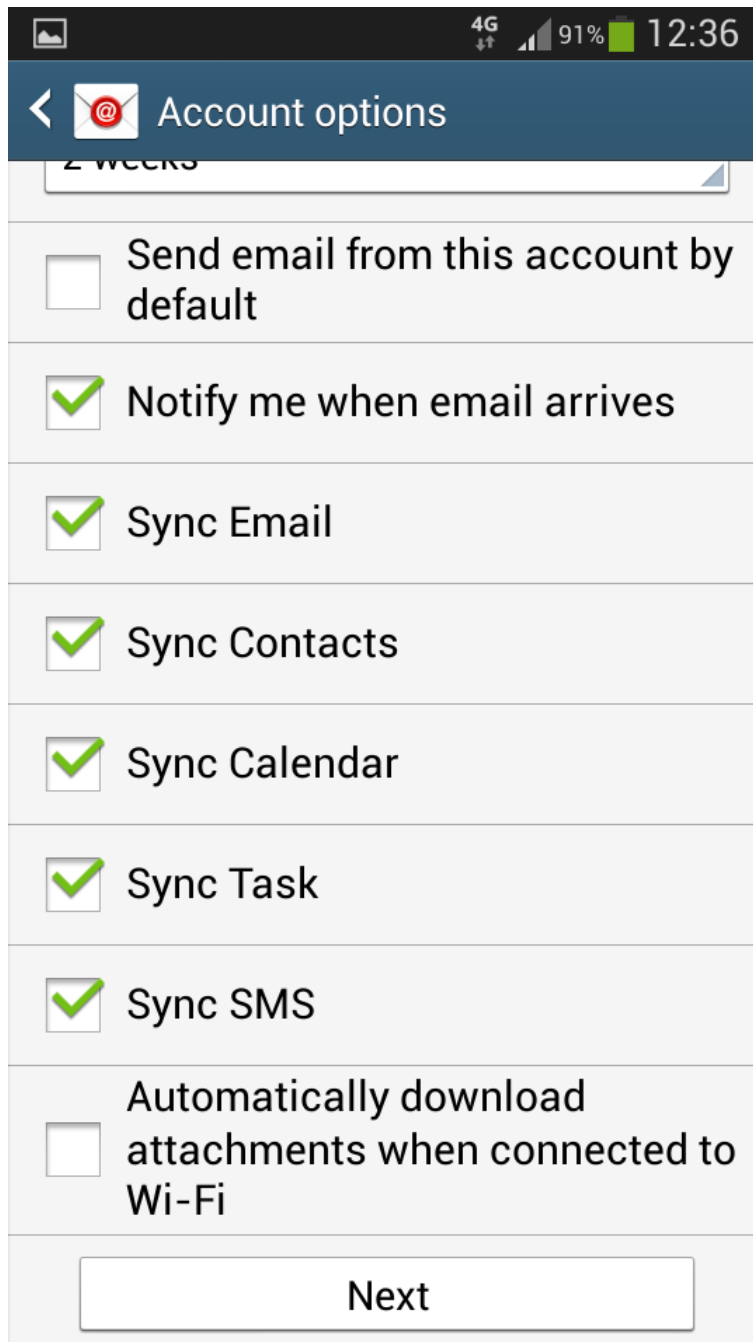| **Domain\ user name**	lfc\USERNAME

7. You will now be asked to provide the **Exchange server** details. These are as follows:

Exchange server   webmail.landau-forte.org.uk

8. You will then be met with multiple pop up boxes requiring permission to proceed. Click on **OK** on these messages to advance.

9. You can then select which parts of your account you would like to sync on your Android device.