**General Information**

**NOTE:** Android devices can vary slightly when it comes to displays and the wording of setup options. Your device may not look exactly like the images below, or you may have more or less steps. Either way, it should guide you to a similar email setup.

<table>
<thead>
<tr>
<th>Settings</th>
<th>Connecting LCISD Account</th>
<th>Final Steps</th>
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</table>
| 1. Select **Apps** icon  
2. Select **Settings**  
3. Select **Accounts** | Enter your LCISD Email and Password. You should not need to do a Manual Setup. | 9. Despite the warning, click **OK** in **Activate Phone Administrator** prompt. |
| 4. Select **Add Account** | | 10. In the **Email accounts** window, you can give your account a name to be displayed in the list of email accounts you may have already setup. |
| 5. From the list of accounts, select **Microsoft Exchange ActiveSync** or **Microsoft Exchange** | | |

**Special Note:**
- Period to sync Email: 1 month
- Period to sync Calendar: 6 months or All Calendar

**Optional Apps**

Some Android users don’t like the visual options of the standard email app. Other apps provide different views, layouts & organization. Here are a list of popular apps that are friendly with Microsoft Exchange.

- **Outlook Web App**
- **myMail**
- **mailwise**
- **Type Mail**
- **Nine – Exchange Outlook**

**Trouble Spots**

- Older Android phones and Android operating systems can ask for additional information.
- During email setup, some devices could ask for a specific Exchange Server and/or a specific domain. See **Optional Apps** in this cheat sheet for solutions or email helpdesk@lcisd.org to get accurate support.