**How to Install MyMail on Android Phones**

Please verify that you have Internet access before proceeding.

<table>
<thead>
<tr>
<th>Step 1 – Find and select the Email icon on your phone.</th>
<th>Step 2 – Enter your QC Email address and password. Then, select Manual setup.</th>
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</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Email Icon" /></td>
<td><img src="image2.png" alt="Email Settings" /></td>
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</table>

**Step 3 – Select the Microsoft Exchange ActiveSync option.**

| ![Exchange ActiveSync](image3.png) |

**Step 4 – On the Exchange Server Setting screen, enter the following information:**

- Domain\user name (Example: QC\JSmith)
- Password
- Exchange Server (mymail.qc.cuny.edu)

Select Use Secure Connection (SSL) and then click Next.
Step 5 – An Activation window will pop up. Select OK to continue. The system will then check for incoming server settings.

Step 6 – The Remote security administration screen will appear. Select OK to continue.

Step 7 – The account options page will appear. Select or deselect from the list of options you would like your phone to have. Select Next to continue.

Step 8 – On the Activate device administrator screen, select the Activate option on the bottom of the screen.
**Step 9** – On the Set up email screen, give your newly added email account a name. Then, select **Done**.

**Step 10** – You will be brought to your inbox after the installation is complete. Your email will begin to load. Your email set up is now complete.