

1. Go to **Menu**.
2. Go to **Accounts & sync settings**.
3. Press on **Add account**.

Note: There are 2 possible sets of settings to use. If method A does not work, try method B.

	Fields	Exchange 2013 values
Method A	Email:	User's email address
	DOMAIN\username	S05\SAM_Account_Name
	Server:	webmail.example.com
	SSL: On/Off	On
	Accept all SSL cert?	No
	Password:	User's password
	Or	
Method B	Email:	User's full email
	Domain:	Leave blank
	Username:	User's full email
	Server:	webmail.example.com
	Password:	User's password

I. Enter your email address in the **Email** field, your password in the **Password** field and then press **Next**.

II. Enter `S05\your_SAM_account_name` in the **DOMAIN\Username** field.

OR

I. Enter your email address in the **Email** field, your password in the **Password** field and leave the **Domain** field blank.

II. Enter your email address in the **Username** field.

And then,

4. Ask us for your server address.

5. Check the box **Requires SSL** and then press on **Next**.

6. Press **Automatic push**.

7. Choose how far back you want to sync in the **Amount to synchronize** field.

8. Press on **Next**.

9. In the **Give this account a name** field, you may give a screen name to your account (optional).

10. Enter the name you wish recipients of your emails to see in the **Your name** field (displayed on outgoing messages).

11. Press on **Done**

If you need further assistance, please do not hesitate to contact us.

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