

SYNC LEARNLINK MAIL ON ANDROID

FS70-212


Version: 1.1

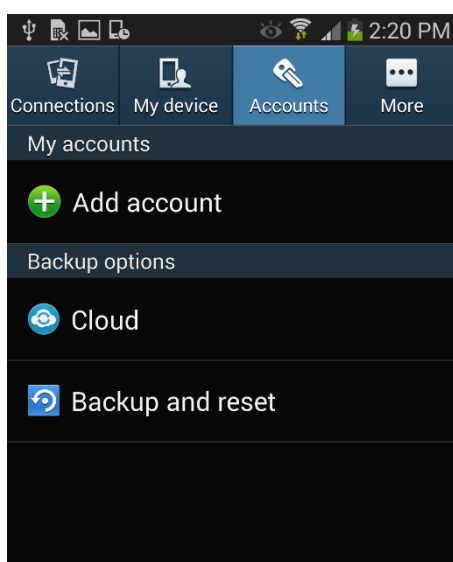
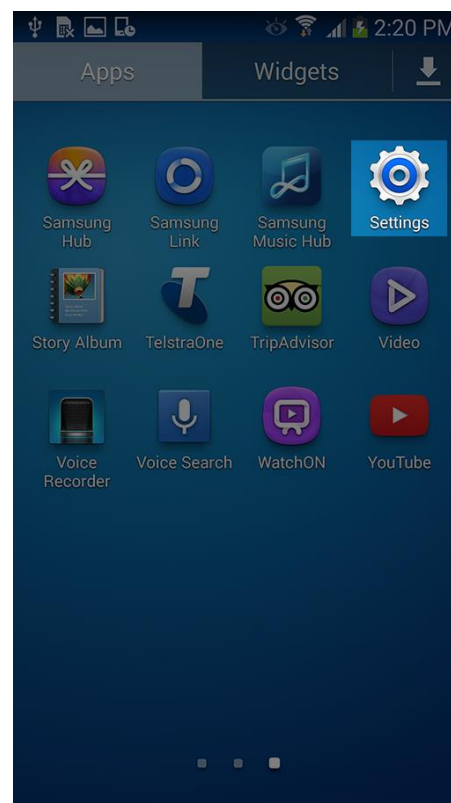
September 2016

Note: To synchronise your LearnLink emails on your device you will need an unlock passcode set. Syncing also allows the ability to remotely wipe the device if it is lost or stolen - see FS70-204 for instructions.

Disclaimer: What you see on your device may vary from the instructions and screenshots in this factsheet as each device has unique menus. If you don't see the options listed then choose the closest match (factsheet created based on version 4.3).

Check that you have a strong and reliable internet connection before starting

Open  **Settings** from the Applications menu



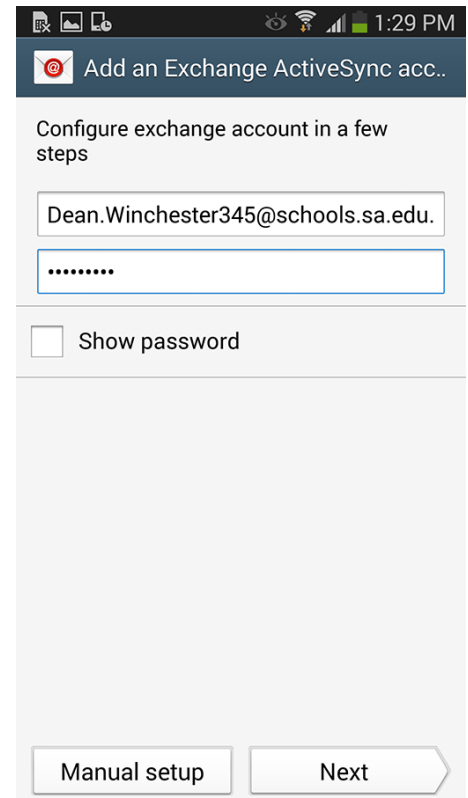
Touch **Accounts** (for newer versions of Android such as version 6.0 touch **General > Accounts & Sync**).

Touch **Add Account**.

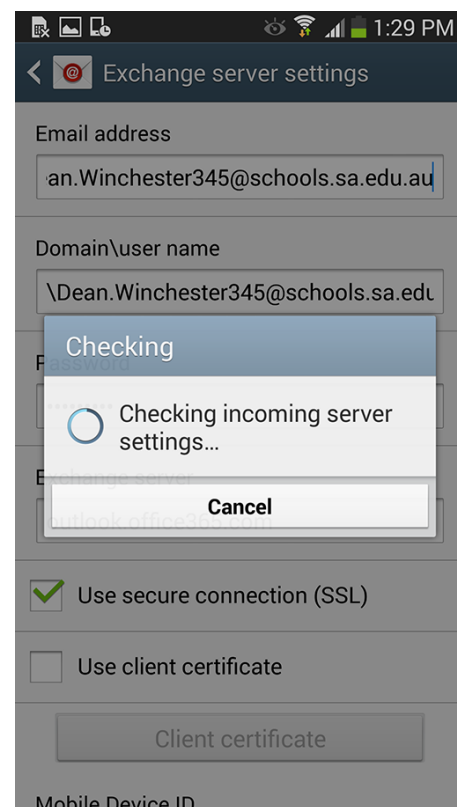
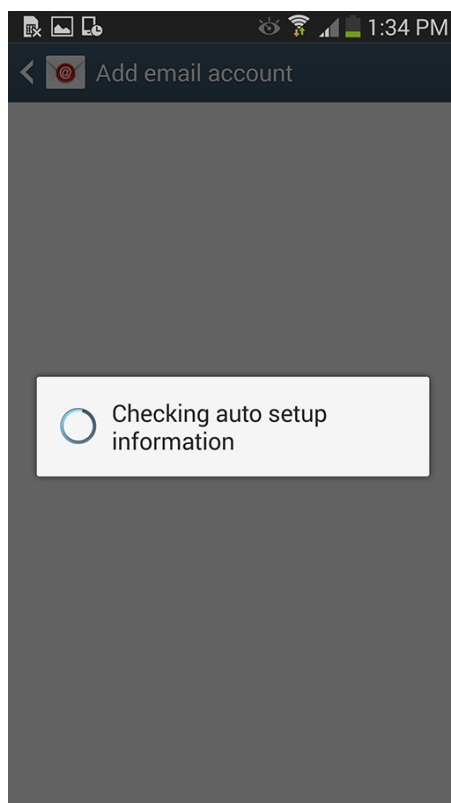
Select **Exchange**. May also be named **Exchange ActiveSync**.

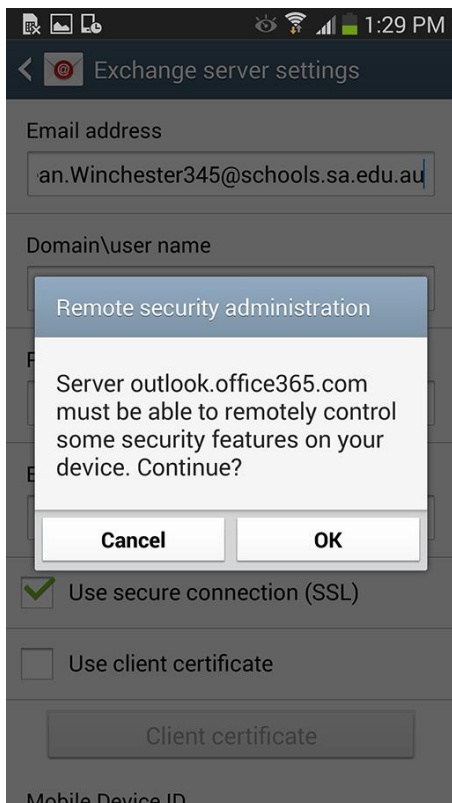
Enter your **LearnLink email address** and **Password**.

Touch **Next**.



You will see the following processing screens, touch **Next** if prompted to continue.



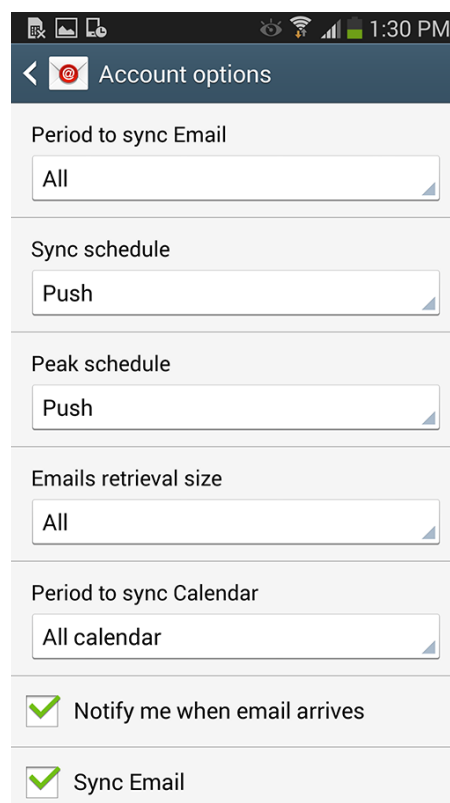


On the **Remote security administration** screen click **OK**.

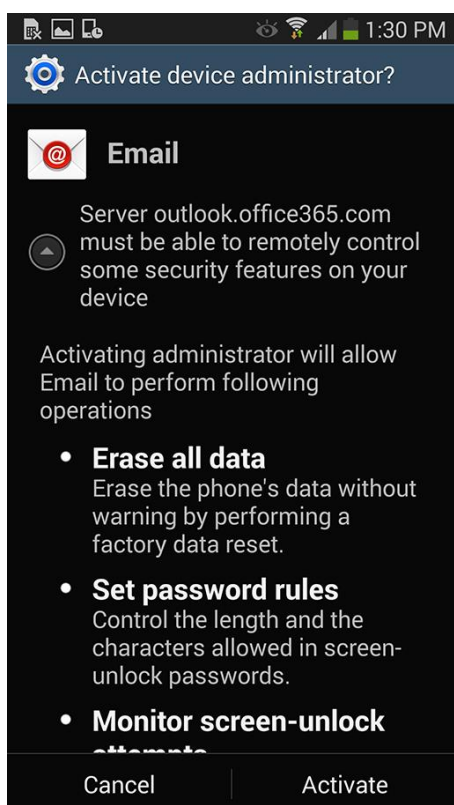
HINT: If you receive an error at this step there are troubleshooting steps on the last page.

Within the **Account Options** screen you can select how far back you want mail and calendar to be available on your phone.

Change the **Period of sync email** (maybe named **Sync Emails from**) and **Emails retrieval size** to **All** and **Period to sync Calendar** to **All calendar**.



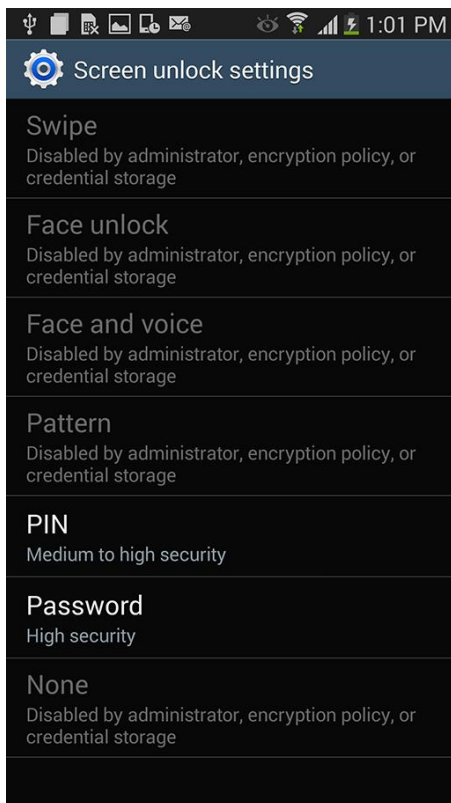
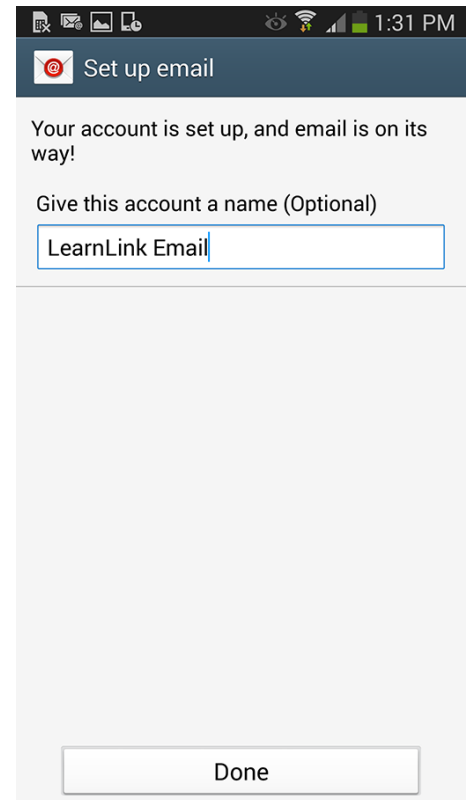
Touch **Next**.



On the **Activate device administrator** screen click **Activate** to continue.

The **Account name** is only to identify the account you are currently creating in case more than one are used on the phone. This can be named anything you want (eg. **LearnLink Email**).

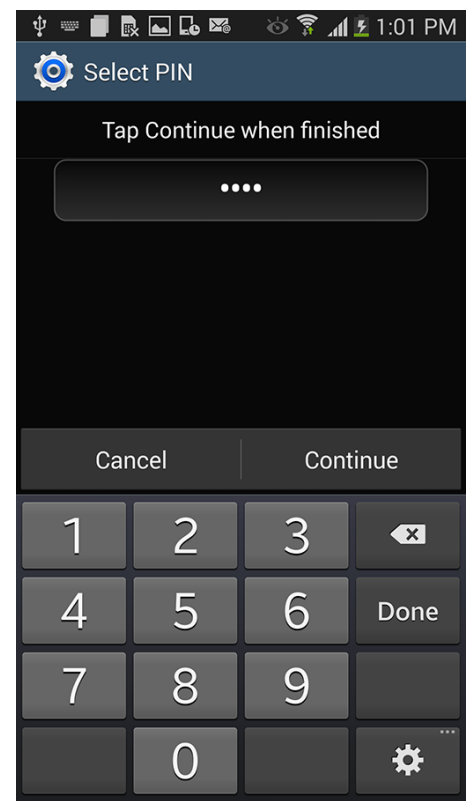
Touch **Done**.

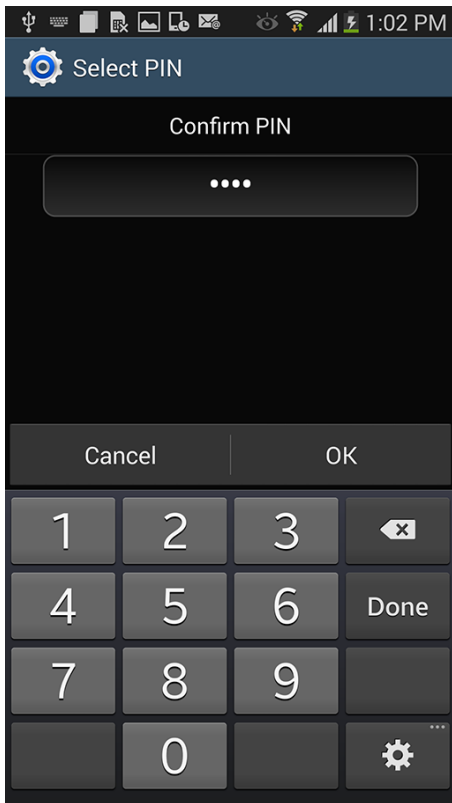


Touch **PIN** to continue.

Enter the **PIN** number you would like to use and touch **Continue** when done.

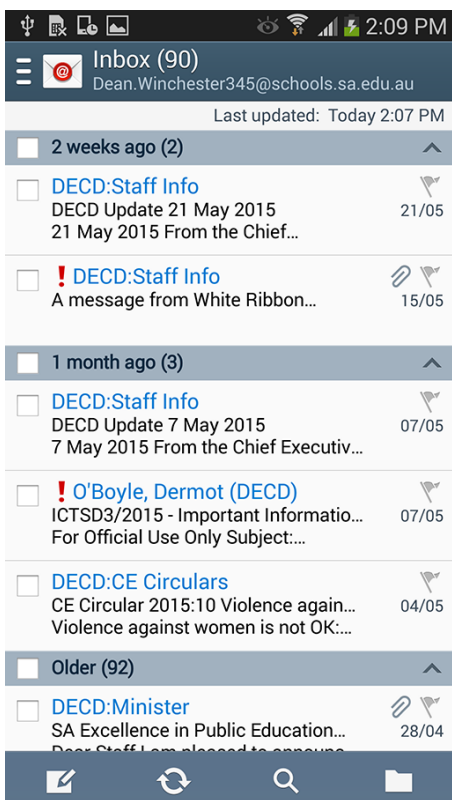
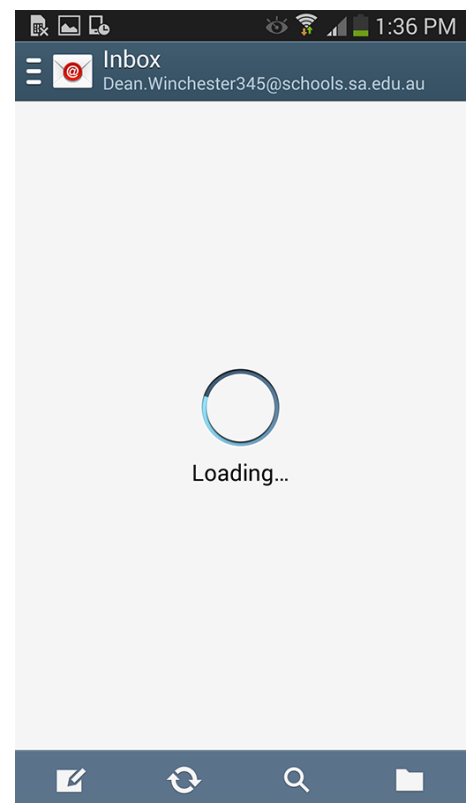
NOTE: The **PIN** number needs to be 4 digits.





Enter your **PIN** again to confirm and touch **OK** when done.

Depending on your phone's connection speed this should only take a minute or two to sync your email account to your Outlook mailbox



You should now be taken to the inbox screen.

This now completes the set up process!