

Email Setup for Android Mobile Devices

Explanation:

Follow the below steps to access GoTriangle email on your mobile device. If you already have Outlook installed with an account added, continue to page 7.

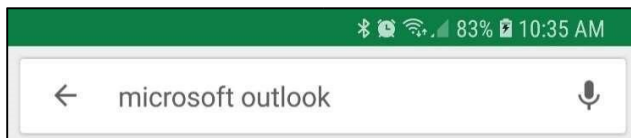
Instructions:

1. Open the Play Store.

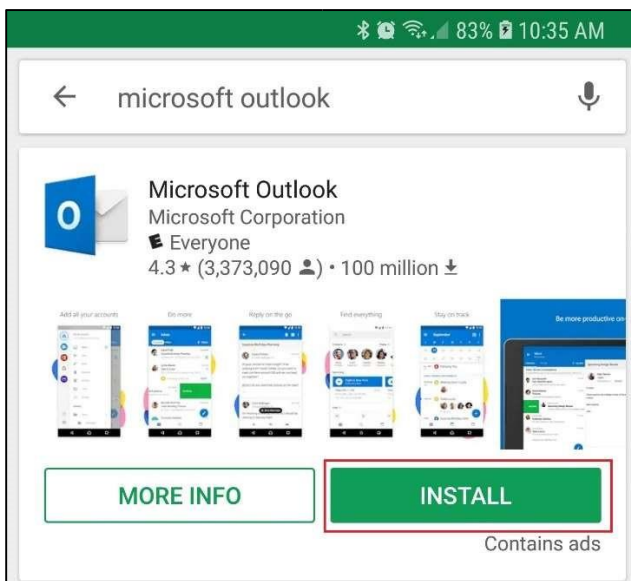


Play Store

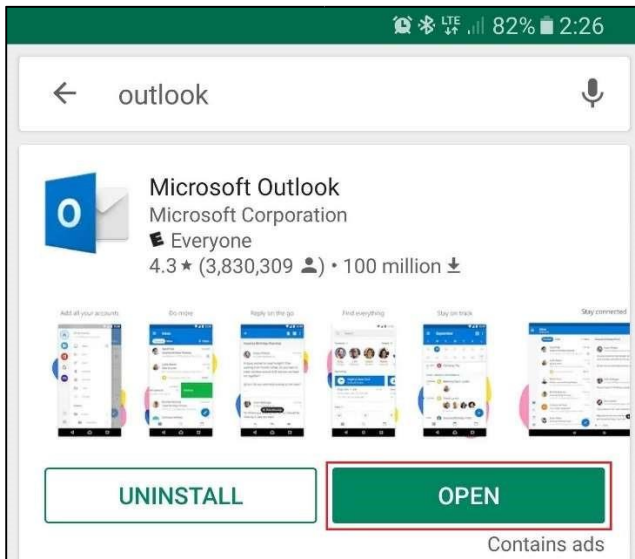
2. Search for “Microsoft Outlook”.



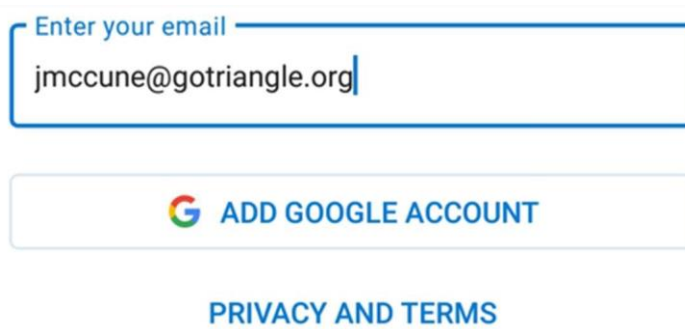
3. Tap Install.



4. Tap Open.



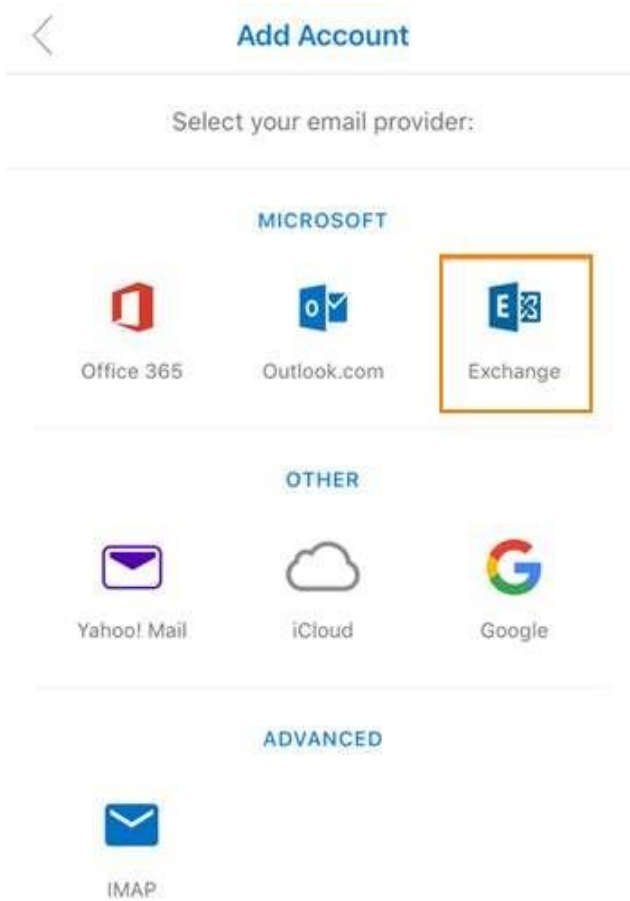
5. Tap ADD ACCOUNT.
6. Type in YOURUSERNAME@gotriangle.org



7. Tap Continue.



8. If prompted to choose account type choose the Exchange



9. Type in the server name owa.ridetta.org.

Server (example: server.domain.com)
owa.ridetta.org

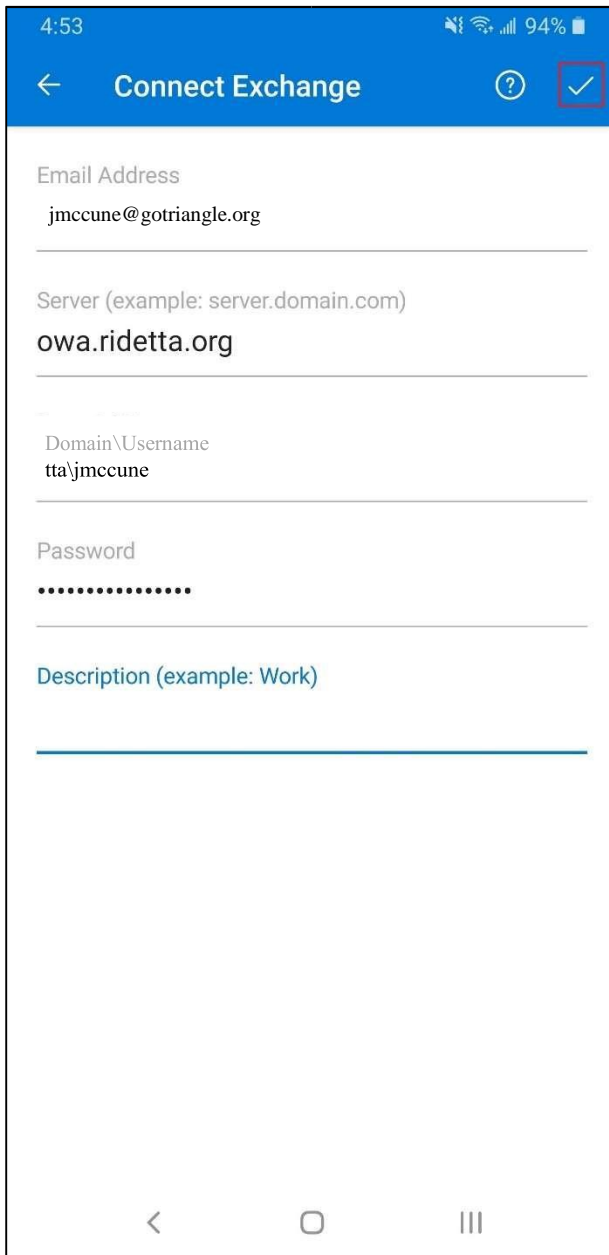
10. Type in the domain\username (ex: tta\jmccune).

Domain\Username
tta\jmccune

11. Type in your password.

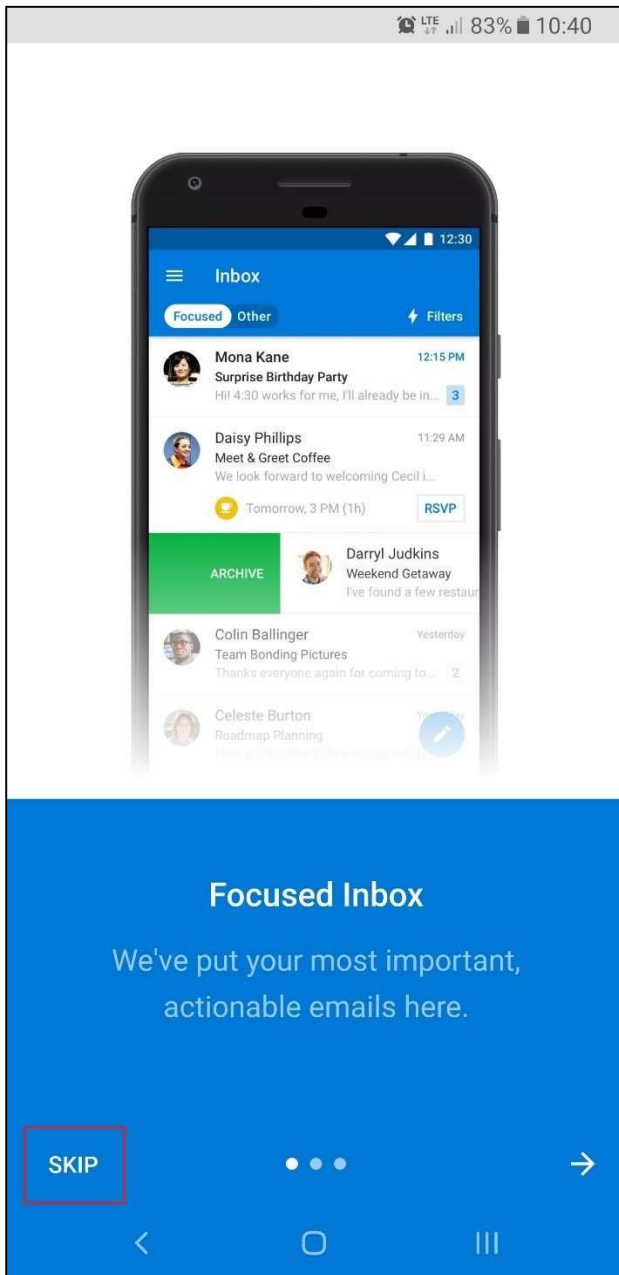
Password
.....

12. You can put whatever you want in for the Description. (ex: GoTriangle or Work). Tap the checkmark.

A screenshot of an Android application screen titled "Connect Exchange". The screen has a blue header bar with a back arrow, the title "Connect Exchange", a help icon (question mark), and a checkmark icon. Below the header, there are four input fields: "Email Address" with the value "jmccune@gotriangle.org", "Server (example: server.domain.com)" with the value "owa.ridetta.org", "Domain\Username" with the value "tta\jmccune", and "Password" which is masked with dots. Below these fields is a "Description (example: Work)" field which is currently empty. At the bottom of the screen, there are three navigation icons: a back arrow, a home button, and a recent apps button. The status bar at the top shows the time 4:53, signal strength, Wi-Fi, and 94% battery.

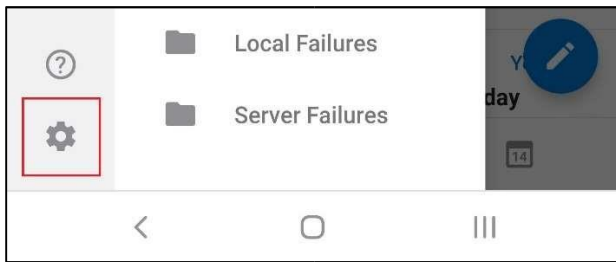
13. Tap Skip or Maybe later when prompted for add another account.

14. If you see the below screen tap Skip otherwise move on to step 15.

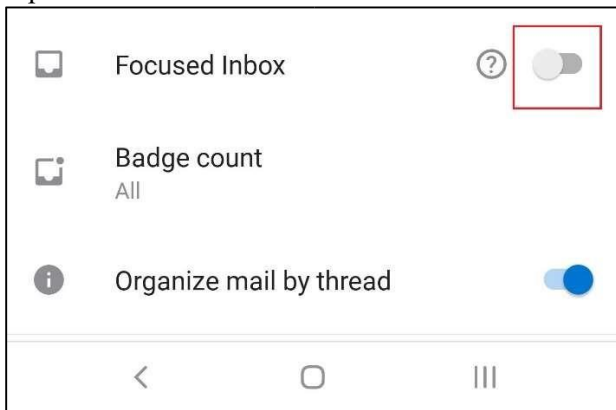


15. Tap the hamburger menu icon or the top left corner on the Exchange icon.

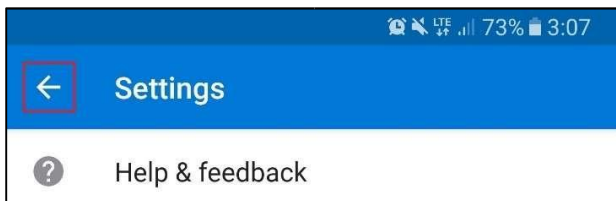
16. Tap the settings icon.



17. Tap on the “Focused Inbox” switch to turn it off.

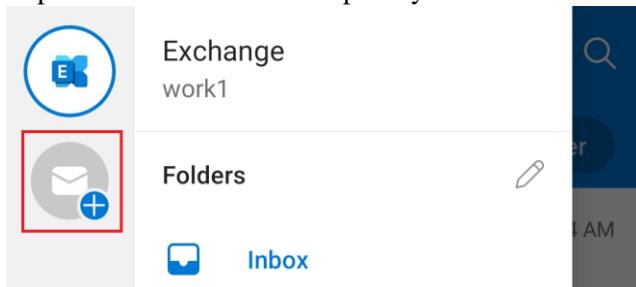


18. Tap the top back button.



If you already have an account, do the following:

1. Tap the current mailbox in the top left of Outlook.
2. Tap the mailbox icon with a plus symbol.



3. At the bottom of the screen, tap **Add an account**. Then continue from **step 6** of the instructions.

