1. Click on **Settings**
2. Select Microsoft Exchange (corporate) **Active Sync** and **Add Account**
3. Enter your email address (including @westminster.edu) and password.
4. Click **Next** button
5. Type “**winwc**” in the **Domain** field. You might need to insert **winwc\username or winwc\username@wclive.westminster.edu**
6. Verify that your username and password are pre-filled from the previous screen (should not need to change these).
7. Type “**webmail.westminster.edu**” in the **Exchange server** field (may need to clear out pre-filled value).
8. Click to place a checkmark in the **Use Secure Connection (SSL)** and **Accept all SSL certificates** boxes if they are not already checked.
9. Click the **Next** button.
10. Specify desired syncing options. “**Push**” means that emails will be automatically sent to your phone as soon as they are received. Faculty need to check these settings and think of their data plan. Click the **Next** button.
11. Give the account a descriptive name (such as “Westminster College”) so you can tell it apart from any other email accounts you may have.
12. Click the **Done** button.
13. Click the **Done** button.

*Android settings can vary: may need to power off/power on; may need to go into settings- data usage- select menu icon on phone-place checkmark by auto sync data, etc..*