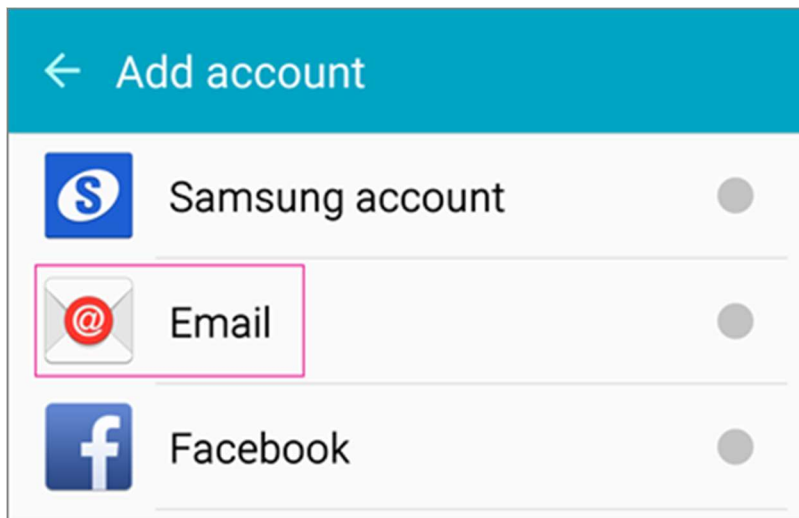# How to setup NBPS email on Android

1. Tap **Settings** > **Accounts** > **Add account** > **Email**. This application might be named **Mail** on some versions of Android.

2. Type your full email address, for example <mark>username@newbedfordschools.org</mark>, type your password, and then tap **Next**.
3. Select **Manual**.
4. Review the settings on the **Exchange server settings** page and update if necessary.
   ○ **Email**
     Make sure your full email address is in this box, for example, <mark>username@newbedfordschools.org</mark>.
   ○ **Domain\Username**
     Type your full email address in this box, for example,

==username@newbedfordschools.org==.
If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty, and type your full email address in the **Username** box.
o **Password**
Use the password that you use to access your account.
o **Exchange Server**
Type in ==webmail.newbedfordschools.org==
o Make sure the **Use secure connections (SSL)** box is checked.

← Exchange server settings

Email address
username@newbedfordschools.org

Domain\username
username@newbedfordschools.org

Password
••••••••

☐ Show password

Exchange server
webmail.newbedfordschools.org

☑ Use secure connection (SSL)

☐ Use client certificate

CLIENT CERTIFICATE

NEXT ›

5. Tap **Done**.

6. You might receive a message about additional security features. Select **OK** to continue.
7. Accept the defaults or make changes for how you want your account to sync on your device. When you're finished, swipe to the bottom and tap **Next**.
8. On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.

If you synced your calendar and contacts in step 7 you can go to those apps on your phone to view any items that might be there. If you synced tasks as well, you should see them in the calendar app on your device. It might take a few minutes for everything to sync.