

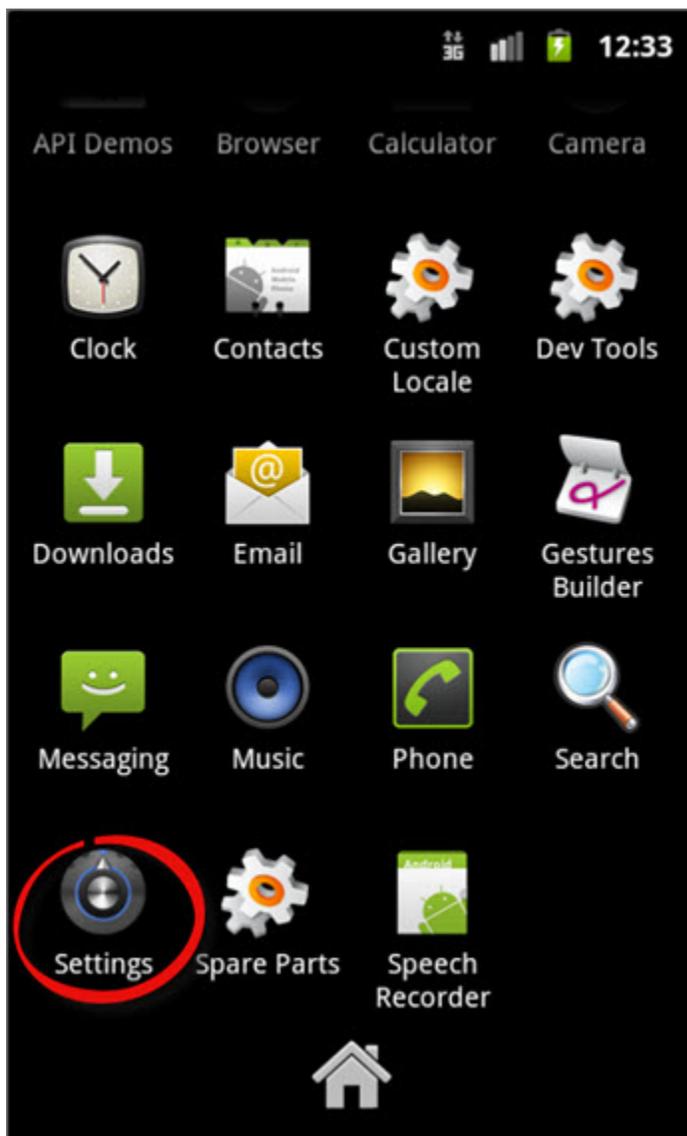
# Setting Up Exchange on Droid Devices

(Because of variances on the Droid device's some steps will be different, if more help is needed please contact TSS via email [tss@nova.edu](mailto:tss@nova.edu) and or 954-262-4900)

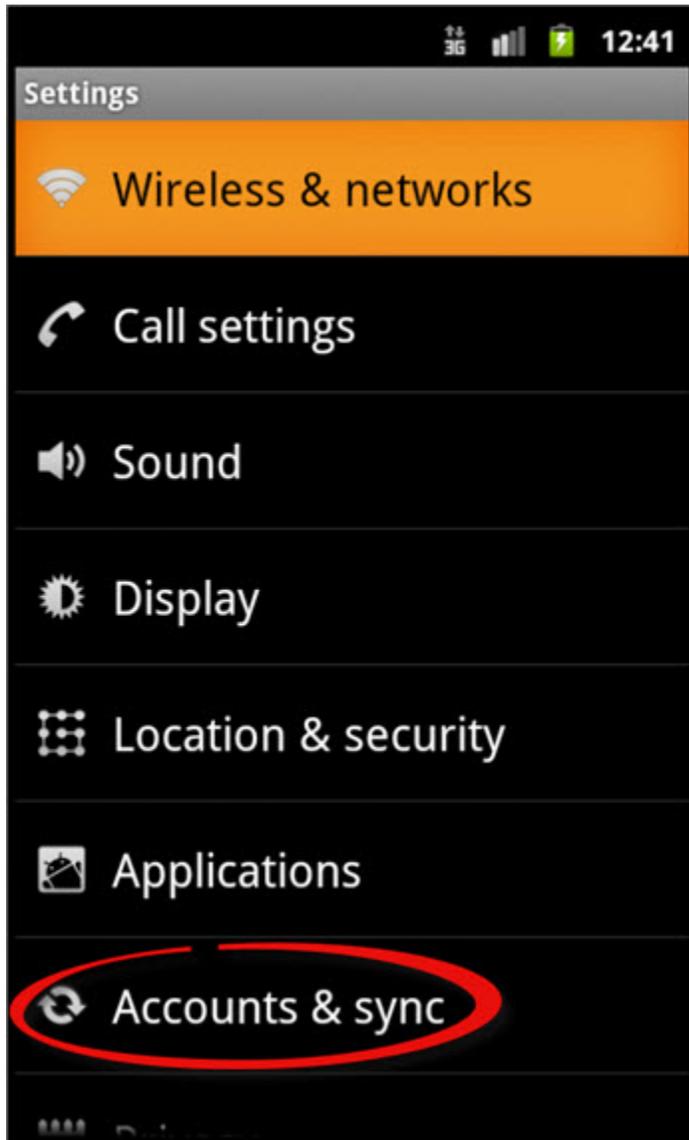
**Step 1:** Power on your Droid cell phone and log into your device

**Step 2:** Press the **Menu** button or the multi square icon on your device

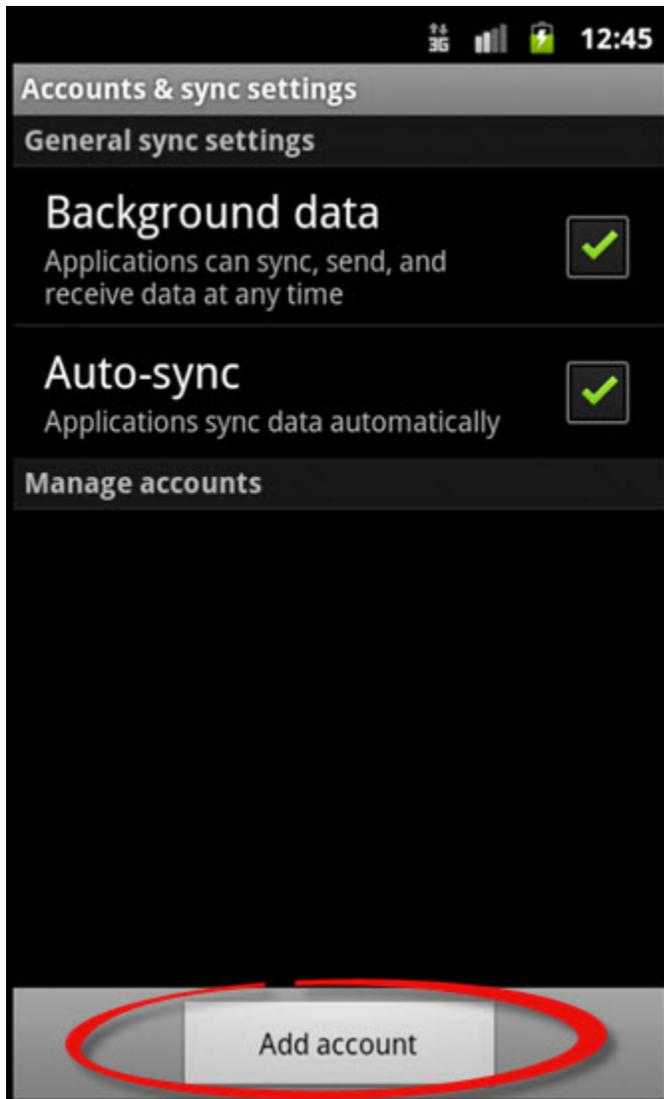
**Step 3:** Locate and press your **Settings** icon (Marked with red circle):



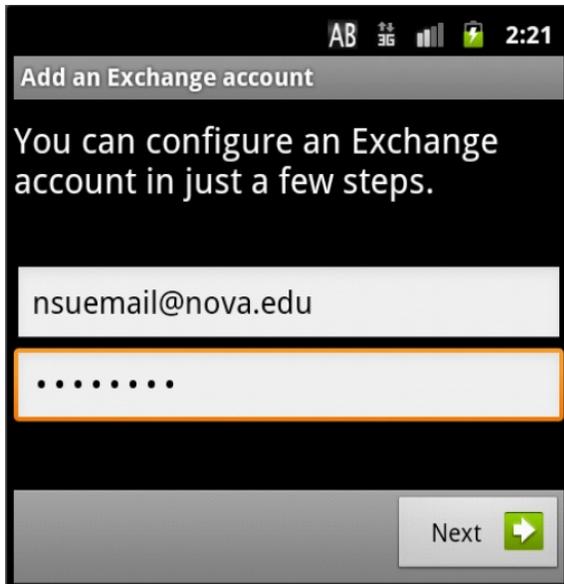
**Step 4:** Locate and press the **Accounts & sync** icon (Marked with red circle)



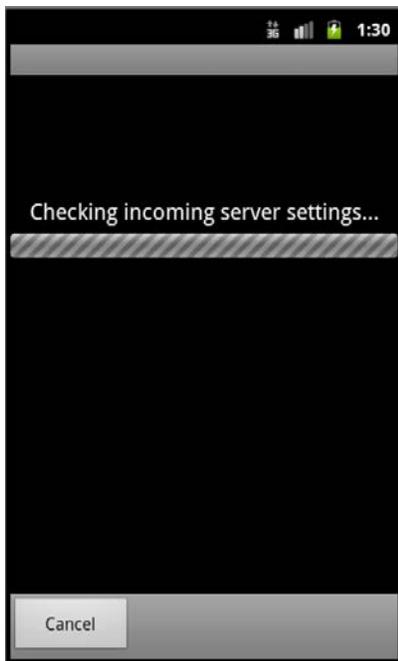
**Step 5:** Locate and press the **Add account** icon (Marked with red circle)



**Step 6:** Only add your NSU email and your NSU Exchange account password. If you have more options please leave blank and press the **Next** icon.

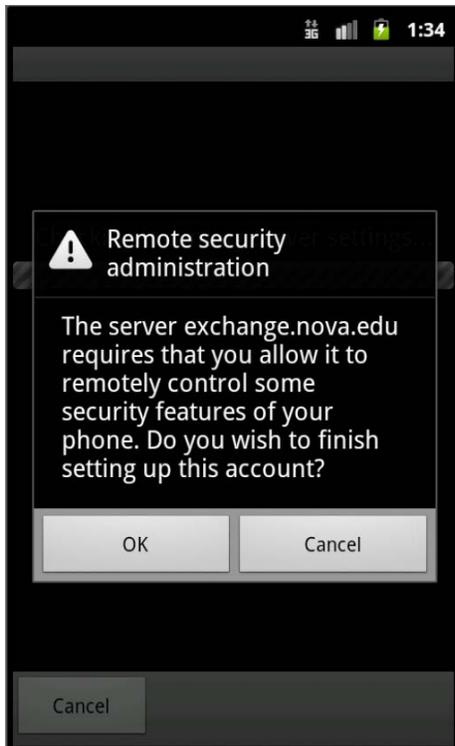


**Step 7:** Your device should now display a loading page.

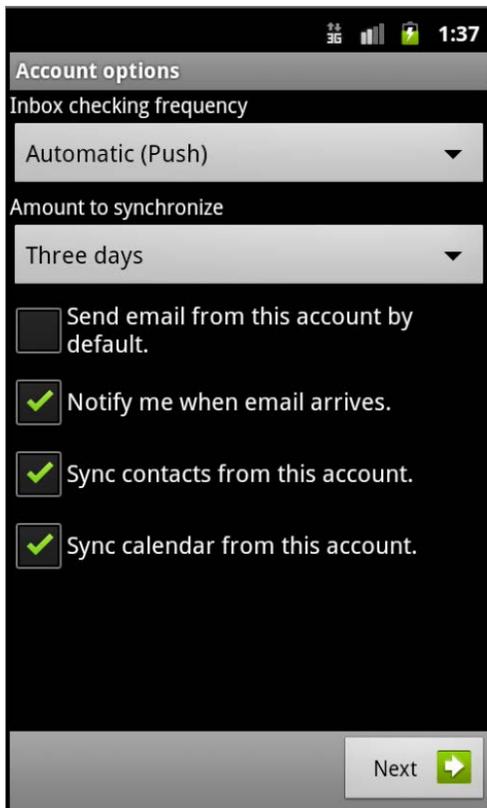


\*\*\*NOTE\*\*\*

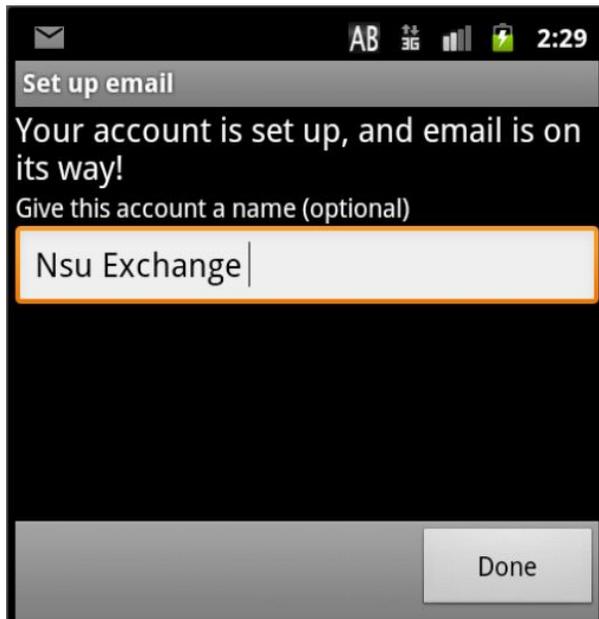
If you receive the following warning press **OK** and continue



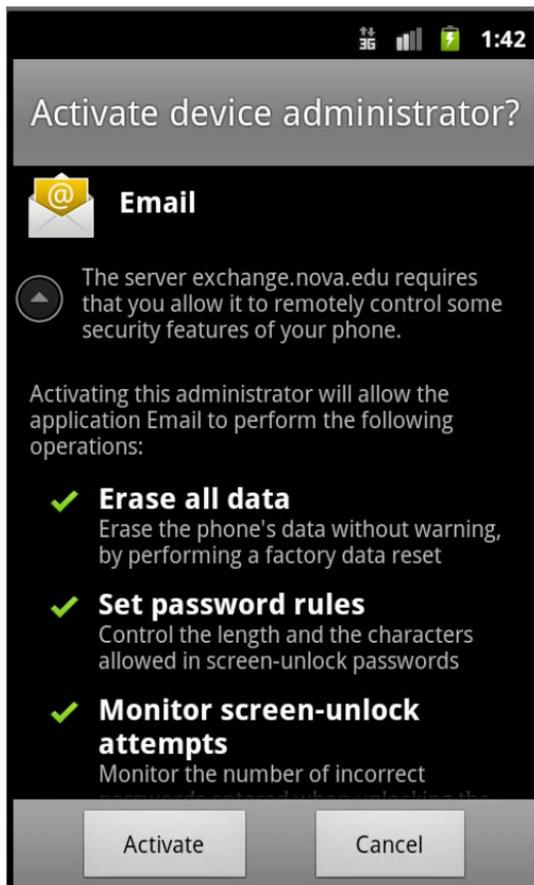
**Step 8:** Select what setting you would like to use with your Exchange account on your device



**Step 9:** Name your account this is optional and will not effect you email account only the disply name on your device.

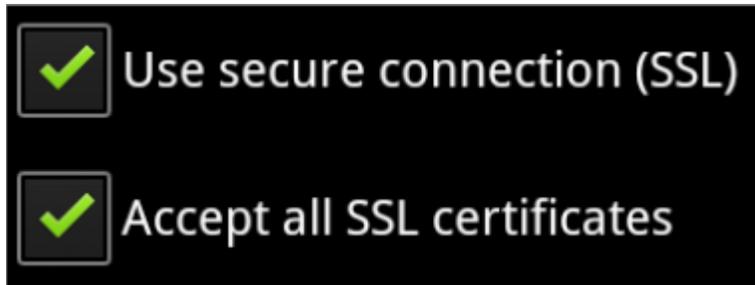


**NOTE:** If prompted to activate your Exchange account press the activate button



\*\*\*\*NOTE\*\*\*\*

Because of the different types of Droids OS's and different devices the following options may appear in the beginning or in the settings at the end. Both settings must be checked off.



Congratulations your Exchange account on your Droid device is now active