

## Android Phone Email Setup

Prior to starting the email set up, please make sure that you are either NOT CONNECTED TO WIFI and are using your PROVIDER's NETWORK (3G, 4G), or if you do connect to WIFI, and are setting up your email on CAMPUS PROPERTY you will need to be logged into STAFF wireless ONLY, STUDENTS and any other WIFI network will only result in errors!!

On your Android phone you will need to follow these steps:

1. Open SETTINGS
2. Select ACCOUNTS (should be located in the PERSONAL SETTINGS section)
3. Select MICROSOFT EXCHANGE ACTIVE account set up
4. On the FIRST SCREEN that asks for your credentials type in the following:
  - a. In the email address field type in your GOODWIN EMAIL ADDRESS:
    - i. ex. [JSMITH@GOODWIN.EDU](mailto:JSMITH@GOODWIN.EDU)
  - b. In the password field, type in your **CURRENT EMAIL password**
5. AFTER THIS PLEASE SELECT **MANUAL SETUP** to continue!!!
6. On the next screen you will need to make sure of all the following:
  - a. Email address: this is your CURRENT GOODWIN EMAIL ADDRESS
  - b. DOMAIN\USERNAME: ex: **goodwincollege.org\jsmith**
  - c. Password: CURRENT EMAIL PASSWORD
  - d. EXCHANGE SERVER: **WEBMAIL.GOODWIN.EDU**
  - e. Rest of the settings please keep DEFAULT (DO NOT CHANGE ANYTHING)
  - f. CLICK NEXT
  - g. When the REMOTE SECURITY ADMINISTRATION message pops up, please say OK to continue
  - h. NEXT window will be your personal preferences for syncing your email to your phone, you can play with the settings to your likings, but by default it should be set fairly good for most users. **JUST MAKE SURE YOU SCROLL ALL THE WAY DOWN TO MAKE SURE SYNC MESSAGES** is deselected (these are your **PERSONAL TEXT MESSAGES THAT WILL BE SYNCED WITH YOUR EMAIL HERE AT WORK!!!**)
  - i. CLICK NEXT
  - j. ACTIVATE PHONE ADMINISTRATOR screen – SELECT the button **ACTIVATE**
  - k. Name your account screen: Pick your own name that suits your needs
  - l. YOU ARE DONE!!

## IPHONE SETUP STEPS

1. Open Settings
2. Select MAIL CONTACT and CALENDARS
  - a. Select ADD ACCOUNT from the Accounts Section
  - b. Select EXCHANGE account
    - i. Email box: type your full GOODWIN email address: i.e. [FirstInitialLASTNAME@GOODWIN.EDU](mailto:FirstInitialLASTNAME@GOODWIN.EDU)
    - ii. Password box: Type in your CURRENT NETWORK PASSWORD
    - iii. Description box: GOODWIN
    - iv. Select NEXT on top right corner of the screen
  - c. A screen will appear for further settings:
    - i. Server box – TYPE IN: [webmail.goodwin.edu](mailto:webmail.goodwin.edu)
    - ii. Domain – GOODWINCOLLEGE.ORG
    - iii. USER: FirstInitialLASTNAME
    - iv. Password – CURRENT NETWORK PASSWORD
    - v. Click SAVE on top RIGHT corner and you are ALL SET