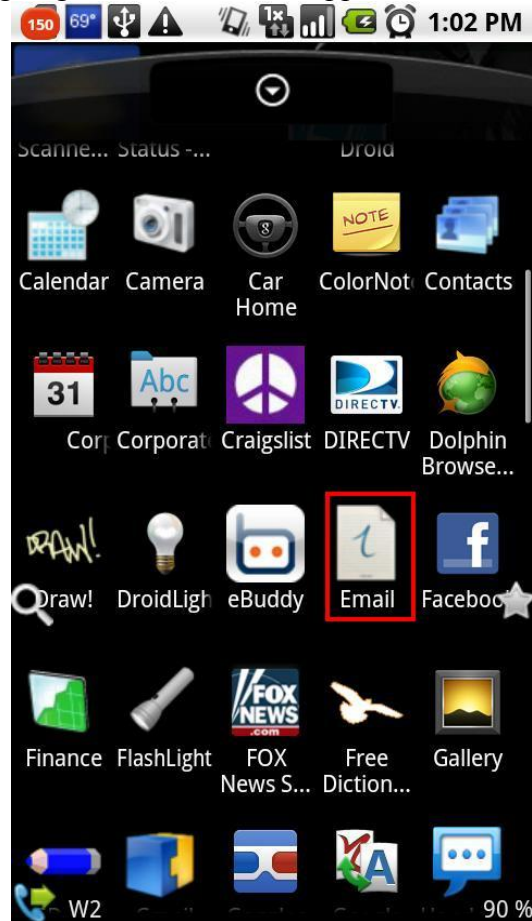


Configure Exchange Account on Android phone

Start by going to “Email” on the application selection menu



If this is your first email account the below screen is what you will see, (if you have an existing email account continue to next step), enter your city email address and COSA password and select manual setup.

150 68° USB ⚠ 12:49 PM

Set up email

You can configure Email for most accounts in just a few steps.

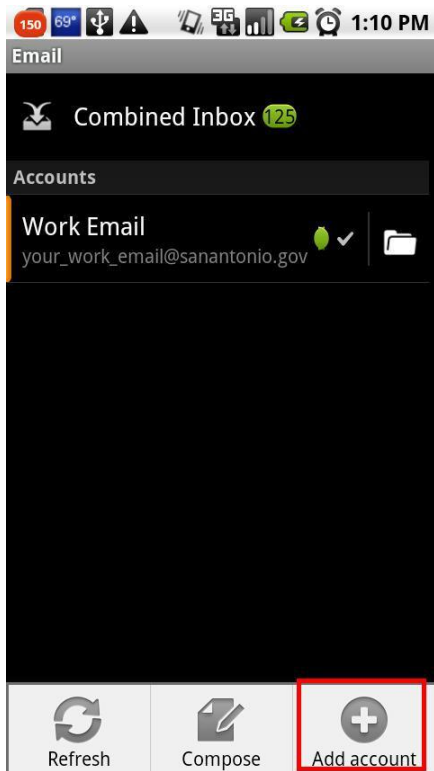
your_work_email|@sanantonio.gov

.....

Manual setup Next ➡

q w e r t y u i o p
a s d f g h j k l
⌵ z x c v b n m DEL x
?123 @ .com _ . Next

This screen will only be seen if you have an existing email account besides a Gmail account, select menu and select add account



Enter your city email address and COSA password and select manual setup.

150 68° USB ! 12:49 PM

Set up email

You can configure Email for most accounts in just a few steps.

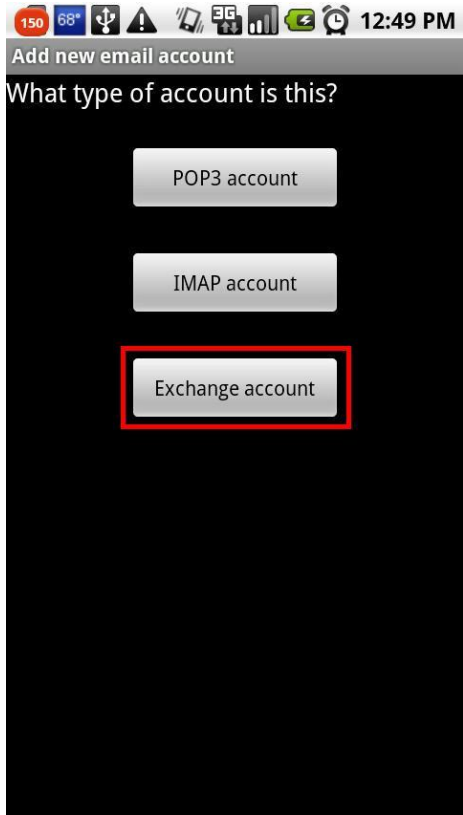
your_work_email@sanantonio.gov

.....

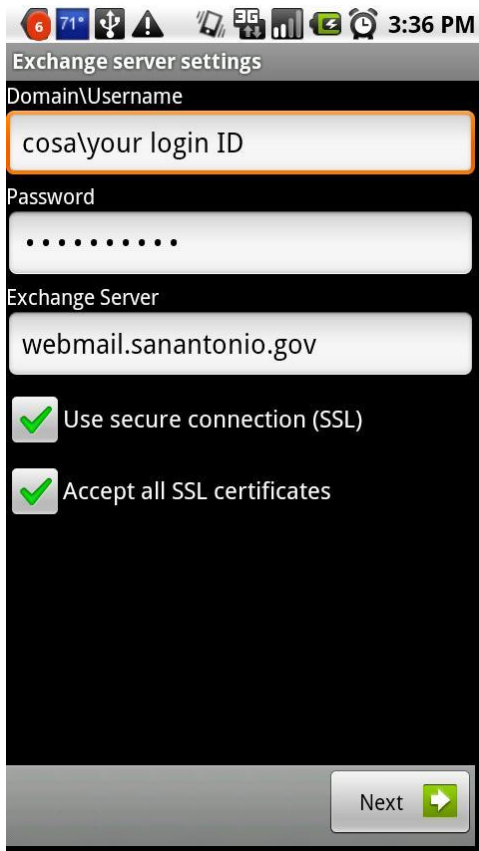
Manual setup Next ➔

q w e r t y u i o p
a s d f g h j k l
⌵ z x c v b n m DEL x
?123 @ .com _ . Next

Select Exchange account



Enter COSA\'\'Your Login ID\'\' and your password should already be in the Password field, make sure both check boxes are checked to Use Secure Connection (SSL) and to Accept all SSL certificates.



The image shows a mobile application interface for configuring an Exchange server. At the top, there is a status bar with various icons (signal, battery, etc.) and the time 3:36 PM. Below this is a title bar that says "Exchange server settings". The main form has three input fields: "Domain\Username" with the text "cosa\your login ID", "Password" with masked characters, and "Exchange Server" with the text "webmail.sanantonio.gov". Below these fields are two checked checkboxes: "Use secure connection (SSL)" and "Accept all SSL certificates". At the bottom right, there is a "Next" button with a green arrow icon.

Exchange server settings

Domain\Username

cosa\your login ID

Password

.....

Exchange Server

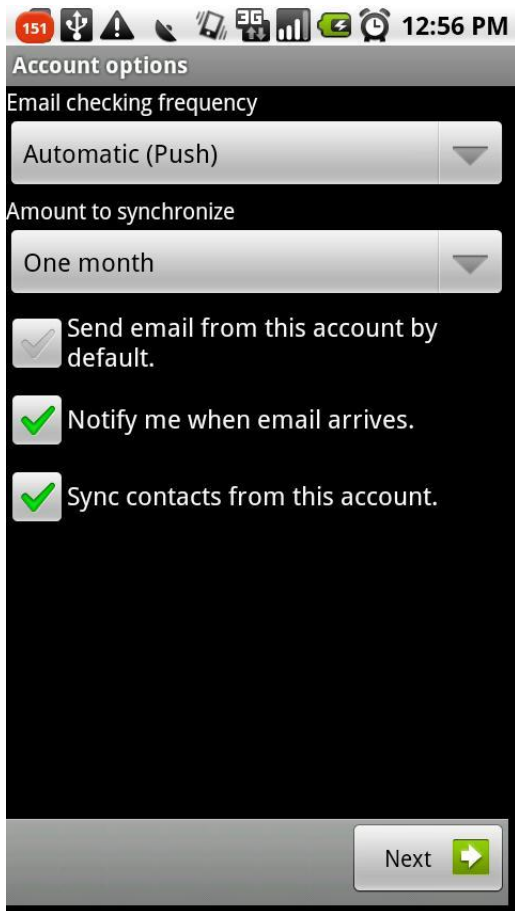
webmail.sanantonio.gov

☒ Use secure connection (SSL)

☒ Accept all SSL certificates

Next 

The below step is personal preference, once you have selected your preference, select next



The screenshot shows an Android phone's status bar at the top with various icons and the time 12:56 PM. Below the status bar is a dark grey header labeled 'Account options'. The main content area is black and contains the following settings:

- Email checking frequency:** A dropdown menu showing 'Automatic (Push)' with a downward arrow.
- Amount to synchronize:** A dropdown menu showing 'One month' with a downward arrow.
- Send email from this account by default:** A checkbox with a grey checkmark.
- Notify me when email arrives:** A checkbox with a green checkmark.
- Sync contacts from this account:** A checkbox with a green checkmark.

At the bottom right, there is a grey button labeled 'Next' with a green right-pointing arrow.

Enter any name you want for this email account, and in the next field enter your first and last name as your display name and press done and you will be taken to your inbox.

152 [icons] 12:58 PM

Set up email

Your account is set up, and email is on its way!

Give this account a name (optional)

Work Email

Your name (displayed on outgoing messages)

First And Last Name

Done

Q W E R T Y U I O P
A S D F G H J K L
↑ Z X C V B N M DEL
?123 , _ . Done

