



How to configure burleighsd.com E-mail on Android Devices

The steps shown below may vary among the different models of Android phones, but the information requested during configuration should be similar.

If these directions do not work with your phone model, try doing an online search for your phone's manual/user guide.

- 1 - Go to "Settings" -> "Accounts" or "My Accounts"
- 2 - Tap "add account" (+)
- 3 - Tap "Exchange" or "Corporate Sync"
- 4 - Fill in the following fields:

E-mail address: **your full e-mail address**

Password: **enter your e-mail password here**

Domain: **LEAVE THIS BLANK!!**

Username: **your full e-mail address**

Server: **mail.burleighsd.com**

Enter your existing Corporate Sync account:

Email address:

Password:

Domain: **X**

Username:

Server:

Back Next

On some phones, the server option will not show. You will have to fill in the e-mail address, password, and user name then click next. You will receive an error than the server box will appear.

- 5 - Also remember to check the box next to *Use Secure Connection (SSL)* then tap *Done*. (Note: you may also need to check *Accept all SSL certificates*)

Some devices attempt to use a secondary verification process and may ask you to disable verification. Please choose "**disable verification**" only if you receive an error.

You should now have the option to sync mail, contacts, and/or calendars as well as the amount of days and frequency to check for mail.

You may set these however you like but here are a few tips:

Days to sync: Default is 3 days but I prefer to set my phone to 14 days. This is the amount of mail to keep on your phone. Older messages will still be available through webmail.

Frequency: How often to check. **Push** tries to notify you as soon as an email comes in. Most users choose this option.

Tap **done** when finished and you should now have access to your email on your android device.