



Ard ICS SolAmor E-mail on the Verizon PCD: Adding account

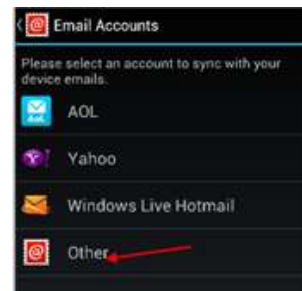
This instruction sheet will walk you through setting up a SolAmor e-mail account on a android device.

Due to the differences in Android devices some of the images may be different; however most of the steps will be the same.

Find and touch the Mail Icon on the Start screen




Choose Other



Tap on the check box then tap Next
(This may or may not show up)



Note: to get the Keyboard to open up tap in the box



Enter e-mail address and SunPortal password

Choose Manual setup



Choose Exchange for the account type



The setup will try and fill in some info for you which will be wrong

Domain\Username = Sun\Sunportal Username
(Username is **Not** firstname.lastname)

Password will carry over from previous screen

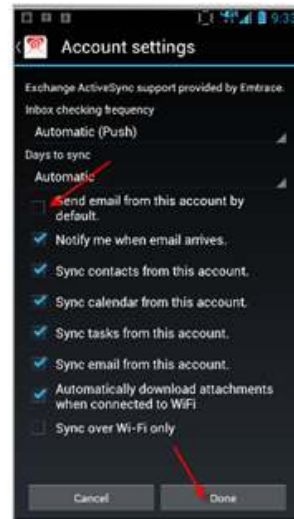
Enter Server = owa.sunh.com
(**Not** solamorhospice.com)

Tap Next

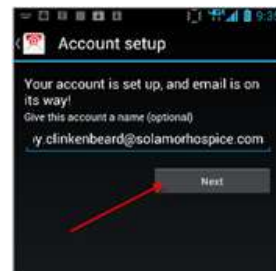


Check the “Send email from the account by default”

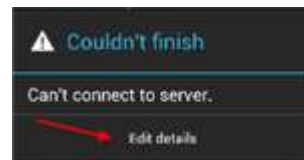
Tap Done



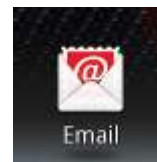
Once you get a success tap Next



If you get an error, tap on Edit Details and check Spelling on your setup, also try logging into SunPortal With the username and password you were given to Verify accuracy

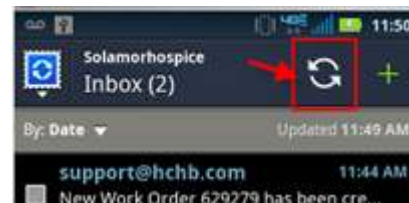


Once successful go into your e-mail account



Tap on Refresh

Refresh has taken the place of Send/Receive found on the Windows mobile devices



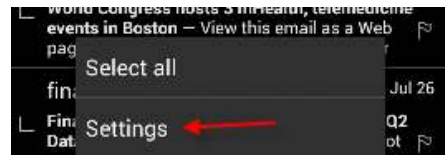
The Days to Sync e-mail is defaulted to 1 week

You can change this by going in the e-mail

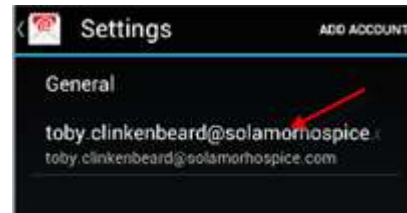
Tap on the Menu Button



Tap on Settings



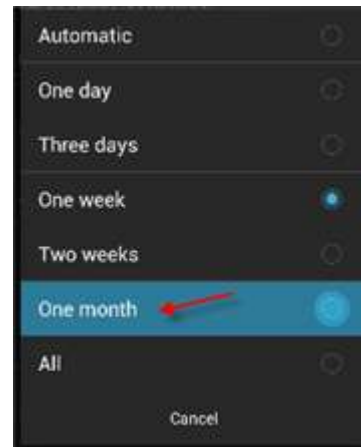
Tap on the e-mail account



Scroll down and tap on Days to sync



Tap on One Month



Tap on the Back button until you get back to the e-mail inbox



If you have any problems please contact your Super User or 1-800-MIS-SUN1 choose the option for HCHB Support or e-mail HCHBSupport@sunh.com.