

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 "Exchange" or "Corporate"



Enter e-mail address and SunPortal password

Choose Manual setup

Verify email address

Enter Server address = owa.sunh.com

Enter Domain = sun

Username is user SunPortal username (the setup will enter a username but it is incorrect)

Tap Next



Make sure Mail, Contacts, Calendar are checked

Push mail

Tap Next

| Exchange ActiveSync settings | |
|--|------|
| Select the data to synchronize | |
| Mail | Ø |
| Contacts | 8 |
| Calendar | Ø |
| Tasks | 8 |
| Update schedule | |
| Smart Sync Save battery based on your usage | 0 |
| Push mail Get mail as soon as it arrives | ۲ |
| Every 15 minutes Save battery power and use less data | 6 |
| Manually Save battery power and use less data | ۲ |
| | |
| Back N | lext |

Leave account name

Tap Finish setup



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





Days to Sync

You can change the Days to sync by Going into Menu >> Settings

Sync, Send & Receive



| | Bync settings | | |
|---------------------------|---------------------------------------|--------------------|-----|
| Tap on Download past mail | Download past ma 1 day | u 🔶 | |
| | Refresh on open Download mail when | Download past mail | |
| | Folder to sync | 1 day | ۲ |
| | | 3 days | 0 |
| Do not go over 30 days | | 7 days | ۲ |
| | | 14 days | - 0 |
| | | 30 days 📃 | |
| | | All | 0 |
| | | Cancel | \$ |

Tap on Back Button twice

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