



Ard SolAmor E-mail on the 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 “Exchange” or “Corporate”



Enter e-mail address and SunPortal password

Choose Manual setup



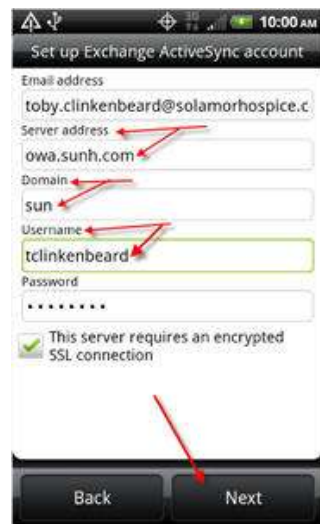
Verify email address

Enter Server address = owa.sunh.com

Enter Domain = sun

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

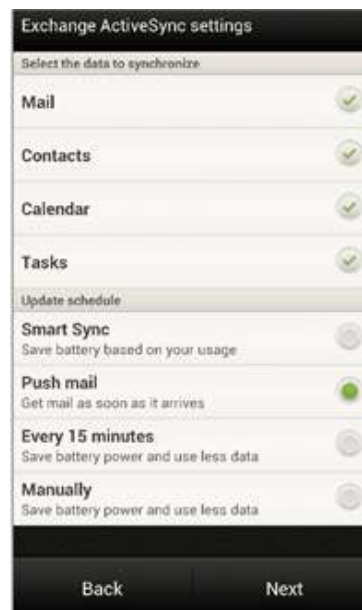
Tap Next



Make sure Mail, Contacts, Calendar are checked

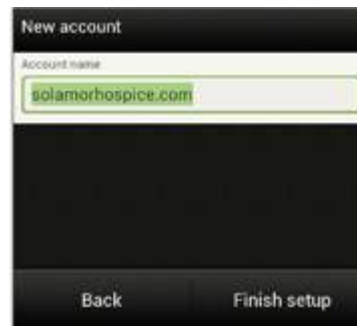
Push mail

Tap Next

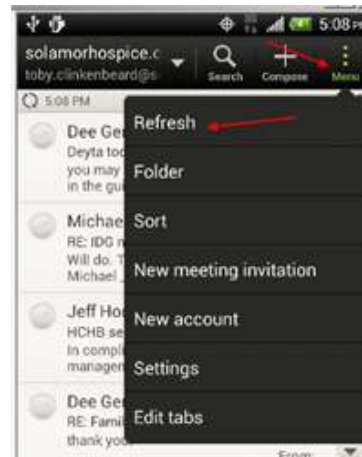


Leave account name

Tap Finish setup



Tap "Menu"

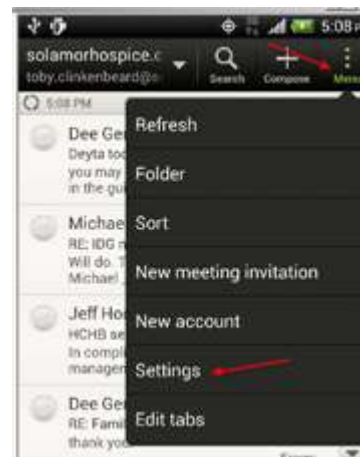


Tap on Refresh

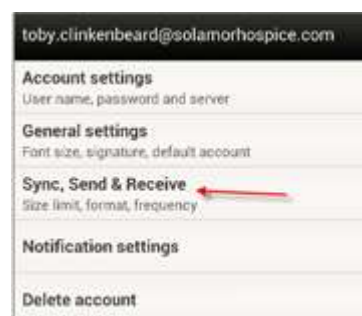
Refresh has taken the place of Send/Receive found on the Windows mobile devices

Days to Sync

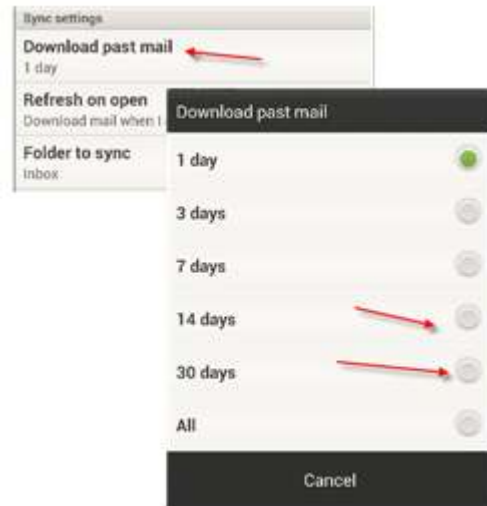
You can change the Days to sync by Going into Menu >> Settings



Sync, Send & Receive



Tap on Download past mail



Do not go over 30 days

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 HCHBSupport@sunh.com.