Manchester Metropolitan University

IT Services

How to set up staff email on an Android phone



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Within settings, please select **'Cloud and accounts'**. On some Android devices, this may simply say 'Accounts' or something similar Click the **'Settings'** icon on the home screen. (If there is not an icon on the home screen then you can find 'Settings' in the application menu.)

Q 00 Default apps, App permissions 444 Lock screen and security R Lock screen, Fingerprints, Find My Mobile Ð Cloud and accounts Samsung Cloud, Backup and restore, Smart... Google G Google settings Accessibility $\hat{\mathbb{X}}$ Vision, Hearing, Dexterity and interaction General management ₽ |} Language and input, Date and time, Reset Software update G Download updates, Scheduled software up... User manual ? User manual About device (i) Status, Legal information, Device name



Smart Switch

Transfer content, such as images, contacts, and messages, from your old device wirelessly or via a USB cable.

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SIGN IN

Set screen lock password expiry

Change how frequently the screen lock

Open the 'Email' application

It may take a few minutes for your emails to be retrieved from the server but **your Android phone now fully set up to receive your MMU email.**

Note: The menus and settings on your personal Android device may differ slightly from those shown in this guide, as Android user interfaces tend to differ between devices. Please refer to the manufacturer's instructions of your personal Android device to carry out these steps. This guide was created using a Samsung Galaxy S7.



No emails

You may have emails that have not yet been retrieved from the server.

