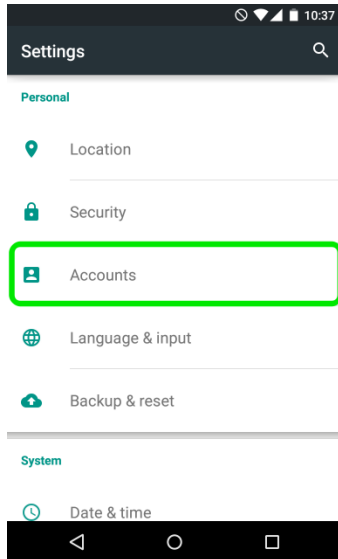


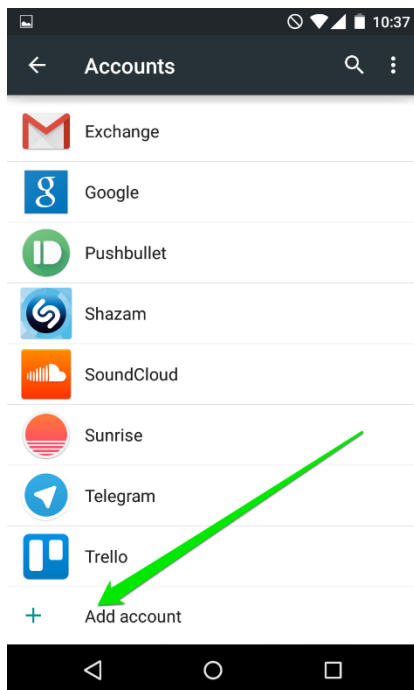
## SETTING UP PPSD E-MAIL ON YOUR ANDROID DEVICE

**Note: This article is written using information for Android version 5.x and above. Some screens may look different on your device.**

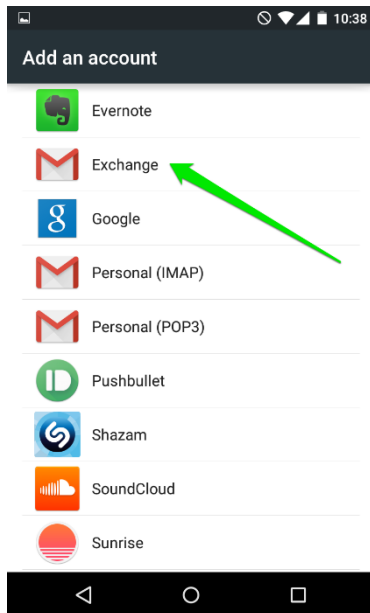
1. To begin, open your Android device Settings then tap the Accounts menu



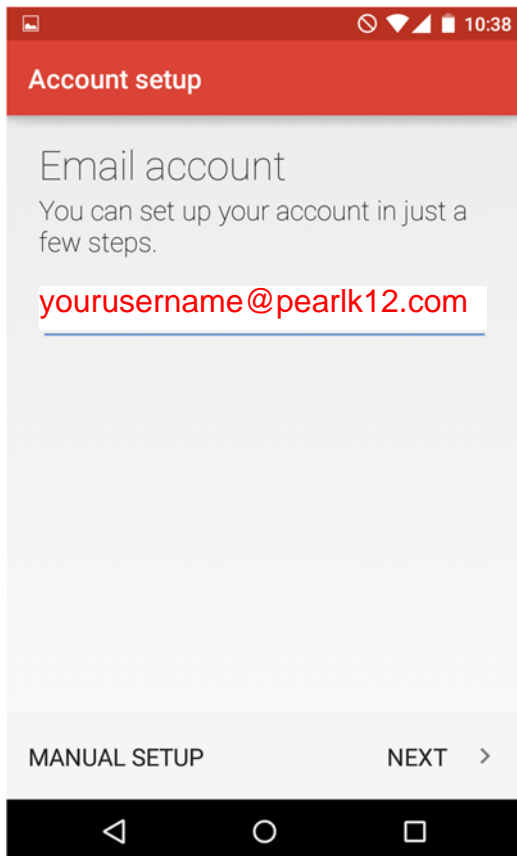
2. Now tap the Add Account option



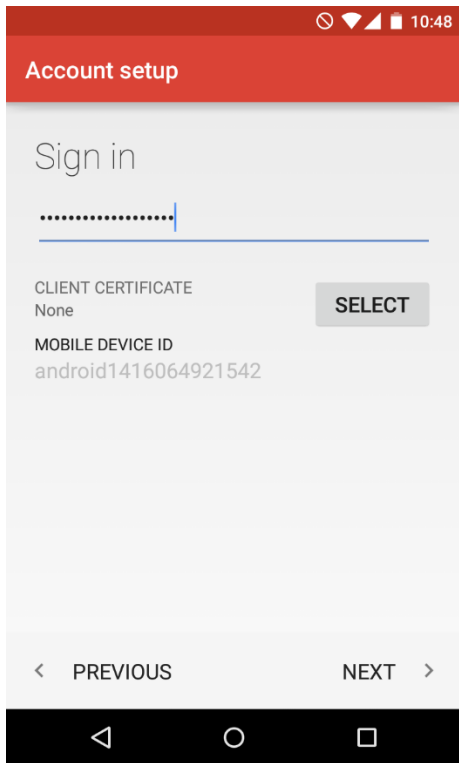
3. On the next screen choose the Exchange option. Yours may look different or may say Corporate.



4. The next screen will prompt you to enter your e-mail address. Type in your full PPSD e-mail address (ex. [yourusername@pearlk12.com](mailto:yourusername@pearlk12.com)) then tap Next



5. Input your district computer password and tap Next again.



- The device will try to automatically detect the server settings. If it cannot you will see a screen like the one below. Input the information just as it appears below then tap Next.

The screenshot shows an Android application interface for account setup. At the top, a red header bar contains the text 'Account setup'. Below this, the title 'Incoming server settings' is displayed. The form includes several fields: 'USERNAME' with the value 'yourusername@pearlk12.com', 'PASSWORD' with a masked field of dots, 'CLIENT CERTIFICATE' set to 'None' with a 'SELECT' button, 'MOBILE DEVICE ID' with the value 'android1416064921542', and 'SERVER' with the value 'outlook.office365.com'. At the bottom, there are navigation buttons for '< PREVIOUS' and 'NEXT >'. The Android navigation bar is visible at the very bottom.

Account setup

Incoming server settings

USERNAME  
yourusername@pearlk12.com

PASSWORD  
.....

CLIENT CERTIFICATE  
None **SELECT**

MOBILE DEVICE ID  
android1416064921542

SERVER  
outlook.office365.com

< PREVIOUS      NEXT >

7. If everything was successful, you will see a screen similar to the one below. Select what you want to sync and tap Next. It will prompt you to give the account a name on the next screen. This is optional but it is a good practice to call it PPSD E-mail or just PPSD.

