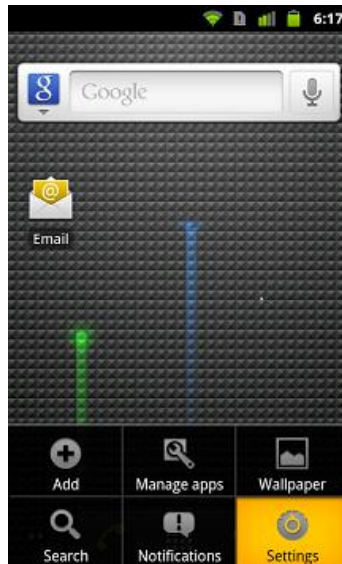


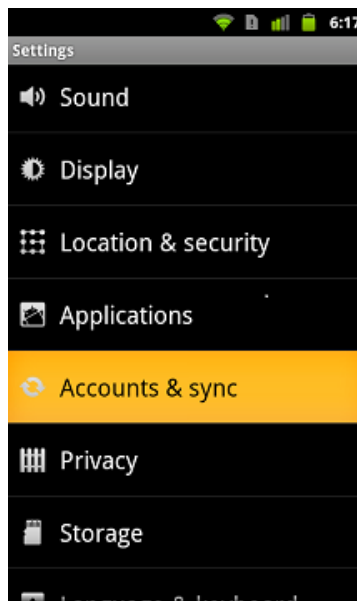
SHR Mail Setup - Android

Note: Various Android phones will have a different look and feel to the mail setup. Icons will most likely not appear the same as in this document. Use these instructions as a reference.

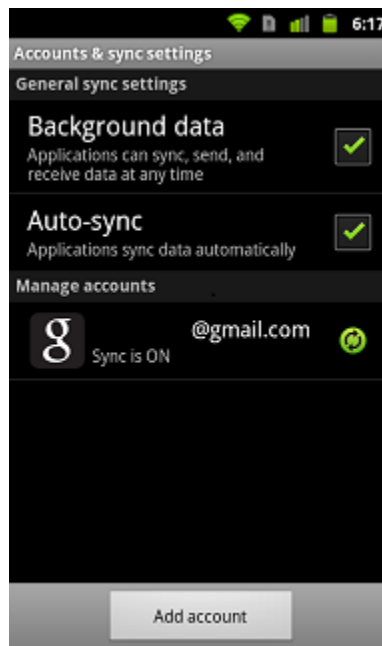
Along the bottom of the phone there should be four (4) buttons. Touch the **Menu** button - it's the second button from the left. Sometimes the button has horizontal lines on it. Once the button is pressed, you will be presented with a pop-up menu. Select **Settings**.



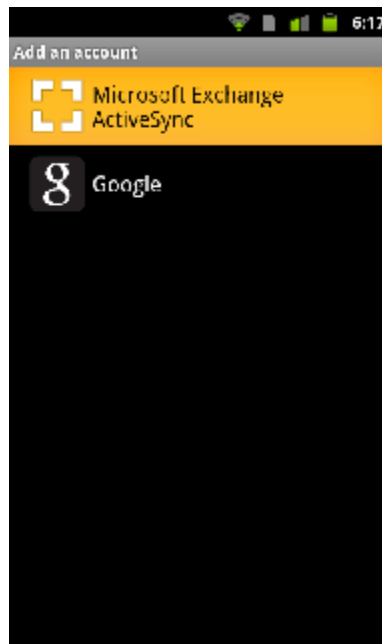
In the Settings menu, select **Account & Sync**.



Select **Add account**.



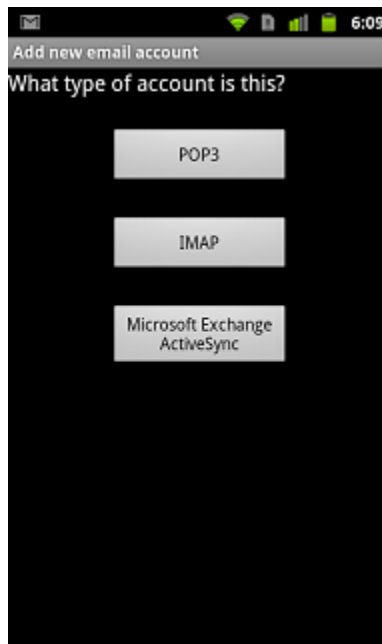
Select **Microsoft Exchange ActiveSync**.



Enter your SHR email address. Then enter your SHR network account password.

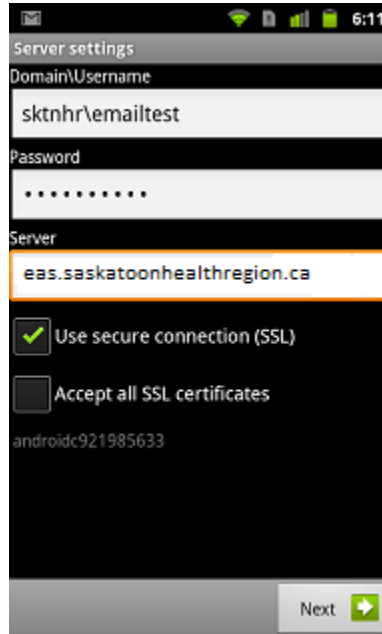


For the type of account, select **Microsoft Exchange ActiveSync**.

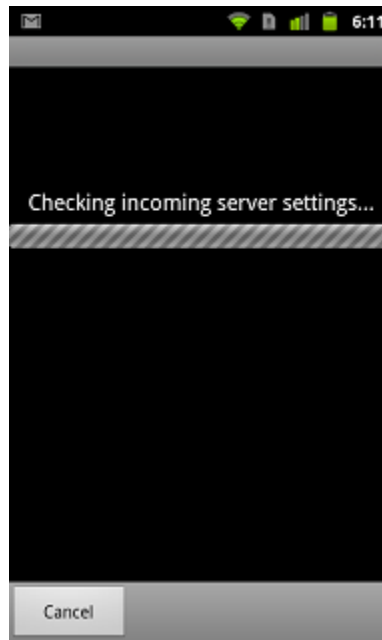


At the Server Settings, enter your SHR network account username. Remember to include the domain name "sktnhr" before your username. Example: **sktnhr\emailtest**

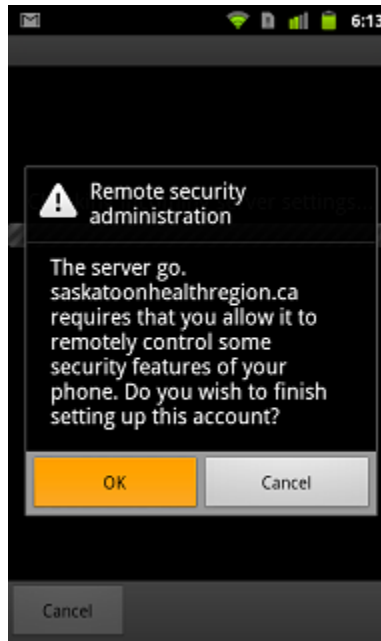
Enter your SHR network user account password for the Password value. In the Server field enter **eas.saskatoonhealthregion.ca** and ensure that "Used Secure Connection (SSL)" is checked.



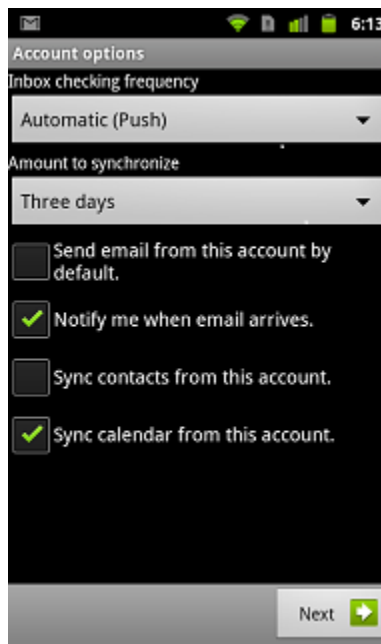
Click next. The screen that appears may show that the phone is checking server settings.



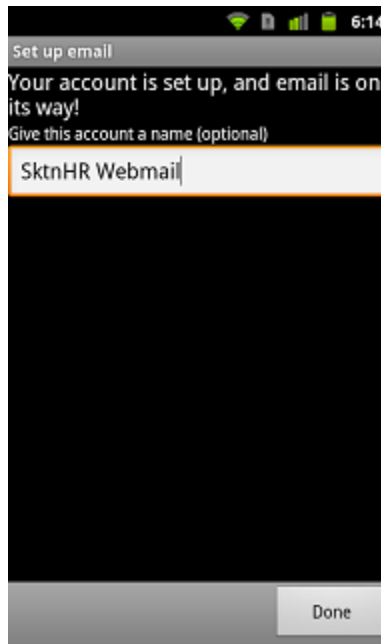
A security pop-up will appear notifying you that new security features are going to be imposed on the phone. These security features are designed to better secure the phone and the SHR data that will reside on it. Click **OK** to proceed.



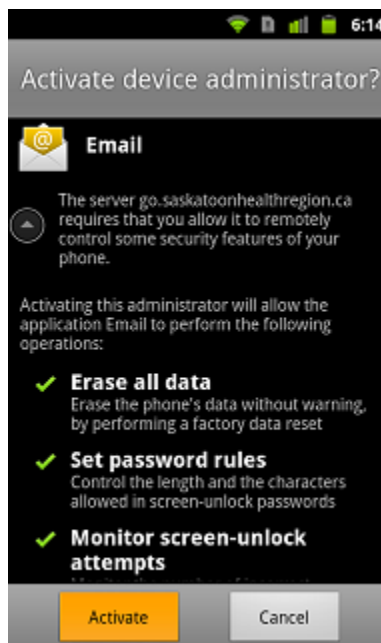
Account options will appear. This is where you can set how email is pushed to the phone, the amount to be synchronized, what else is synchronized besides email, and email notification settings. Click **Next**.



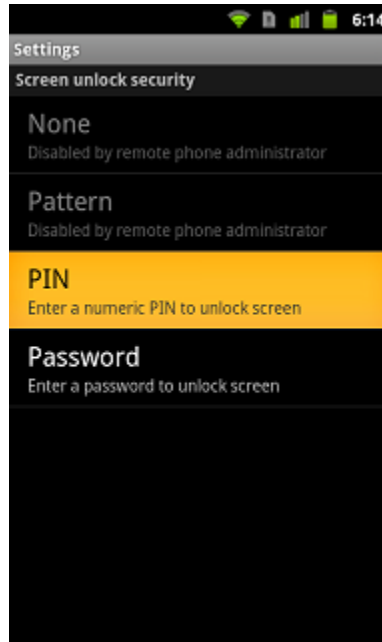
Once your account is set up, you will need to name it. Finally, select **Done**.



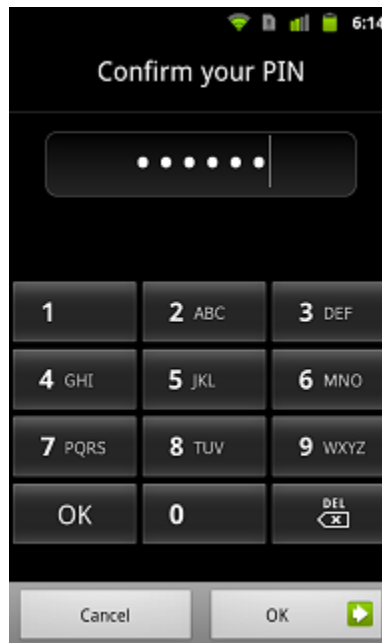
Once your account is created, you will be presented with a screen to activate the device. This screen details some of the security restrictions that will be imposed on the phone. Click **Activate**.



Once you activate your device, a Settings screen will appear where you need to set up a numeric pin.



Currently, the required pin length is 6 digits.



Once you complete the pin setup, you are done.



If your phone is lost or stolen, please immediately notify the Information Technology Service Desk at 306-655-8200 to have your phone wiped remotely.