UAMS MS Exchange Setup for Android Devices

**IMPORTANT:** Before beginning, please make sure your **battery is at 80%** or greater, that your **device is plugged into its charger**, and that you **have an hour to commit**. Also, for best practice, it is **best to have your phone/tablet backed up before beginning**.

NOTE: Android device **Settings** are often different with each phone and tablet since there are so MANY manufacturers and different versions of Operating Systems. If your device **Settings** are not laid out the same as below, please **reference your device manual** for better instruction.

**Encrypting Device:**
1. Go to **Settings**
2. Select **Security**
3. Setup a **Passcode or Pin** under **Screen Lock**
4. Next, select **Encrypt device** (Please reference your device manual if these options are not easily accessible)
5. Another screen should pop up, select **Encrypt device**
6. Another screen should pop up, type in the **Passcode or Pin** you created, then select **Continue**
7. Another screen should pop up; some devices will have the option to do **Fast Encryption** (5-10 minutes); this method is much faster than regular encrypt (30-60 minutes) (also known as full device encryption). If you do not have this option, then simply select **Encrypt device**
8. Verify Encryption under **Settings -> Security -> Encryption**; it should say **Device encrypted**

**Setting up MS Exchange Account:**
1. Go to **Settings**
2. Select **Accounts and sync** (Please reference your device manual if these options are not easily accessible)
3. Next select **Add account**
4. Select **Microsoft Exchange ActiveSync** (On some devices this will be the **Exchange** or **Corporate** account)
5. Enter in your **UAMS username** and **Password**
6. Select **Manual setup**
7. Under Domain/username, enter in **UAMS\username** (your UAMS username)
8. Under Password, enter in your UAMS **password**
9. Under Exchange server, enter in **webmail.uams.edu**, then select **Next**
10. An **Activation** pop-up will appear, select **OK**
11. A **Remote security administration** pop-up will appear, select **OK**
12. An **Account options** screen will appear, select **Next**
13. The next screen will prompt you to name your **UAMS** exchange account; it’s your choice; select **Next**
14. Verify your account was created; you should see the account listed with the rest of your accounts (e.g., Yahoo, Gmail, Hotmail, etc)

**Removing McAfee EMM & Container:**
1. Go to Settings
2. Select Applications -> Container (If you do not have the Container use these same steps to remove McAfee EMM)
3. The Account Settings for the Container will appear, select **Uninstall**
4. You will be prompted to remove the account, select **Remove account**
5. You will be warned that this will uninstall the application, select **OK**
6. Select **OK** on the next screen

**Tech Support Contact Information:**
**Located at UAMS:**
Technical Support Center: TechSupportCenter@uams.edu or 501.686.8555

**Located at ACH:**
TechSource: TechSource@uams.edu or 501.364.5299