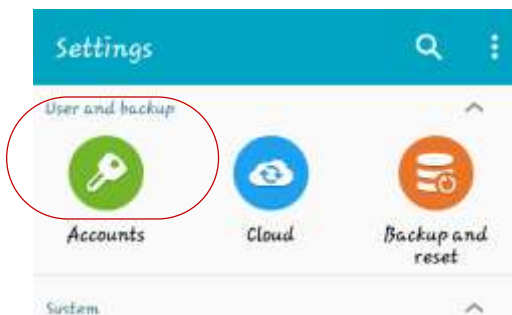


Configure your Wintec Student Email, calendar on your Android device

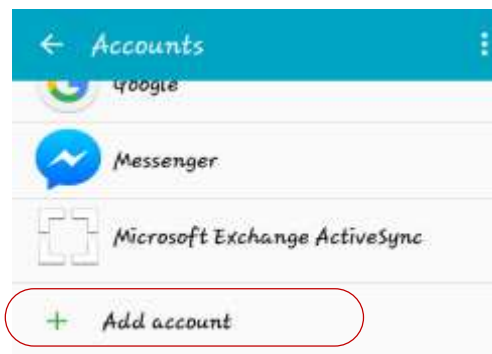
- (i) Please ensure you have your student username, email address and password ready. Student email address is studentusername@student.wintec.ac.nz. You will also find your username on your student ID Card.
- (ii) For password resets please go to <https://password.wintec.ac.nz>
- (iii) Make sure you are connected to a wireless network for this process to complete.

Step 1 – Tap **'Settings'** option on your device

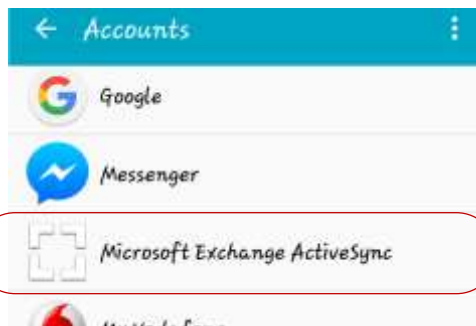
Tap **'Accounts'**



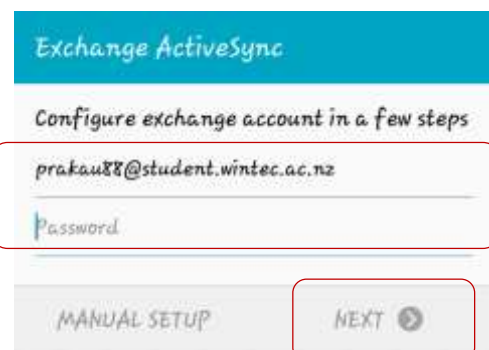
Step 2 – Tap **'Add Account'**



Step 3 – Tap **'Microsoft Exchange ActiveSync'**



Step 4 – Type **'Wintec Email'** studentusername@student.wintec.ac.nz and **'Password'**. Tap **Next**



Step 5 – Tap 'OK' – activation message

Based on your device version the system will automatically configure certain options and continue as required

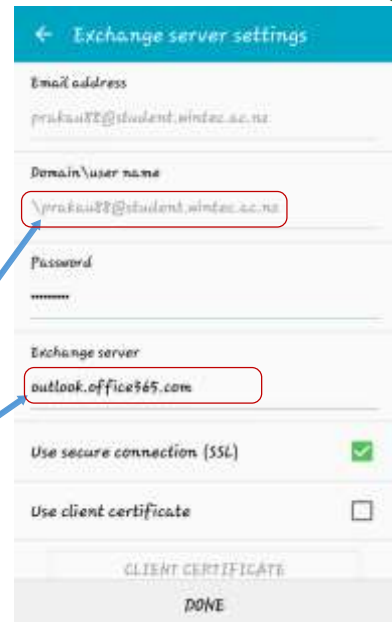
Tap 'OK' - remote security message

Note: This step (step5 (i)) is only needed if additional details are required.

Step 6 (i): Depending on the version of your device, you may receive error message the connection requires additional details like server address or username.

Username – your email address praku88@student.wintec.ac.nz

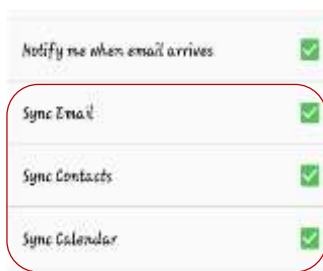
Server – outlook.office365.com



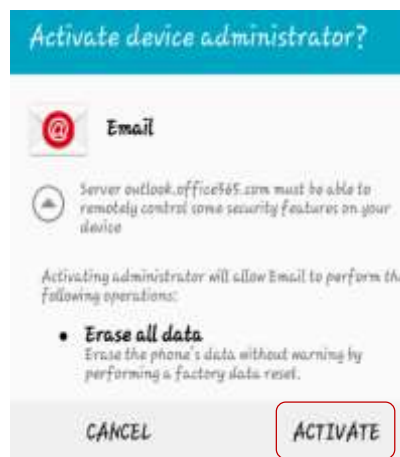
Step 6 – Wait for the account to be verified.

Select the items you would like to sync, then tap the tick button e.g. email calendar etc

Tap 'Activate'



Tap 'Done'



Note: Allow a few moments for the email to sync.