

# Set up email using the Android Mail app

# **Changes to Email for Staff & Physicians**

New shortened @lh.ca address roll out with email being migrated to cloud-based **Outlook Online** part of the Office 365 suite. Staff email address will be changing from the domain @lakeridgehealth.on.ca to a new, shortened @lh.ca.

# How will I know when I have been migrated on my iPhone/iPad?

You will be prompted with **Sign-in Failed** pop-up notification on your Android Smartphone and will need to follow these instructions to remove your email account and than re-add.

#### Sign in again Your password has been changed. Enter your new password for the account below.

dricciuti@lh.ca

Show password

CANCEL

Password

#### **Remove account instructions**

Android **mail apps** may look different across devices, and these directions may not exactly match the options you see Instructions are based on Android Operating System 8.0 Oreo.

To Remove Email Account>Settings>Cloud & accounts>Accounts>Microsoft Exchange>REMOVE ACCOUNT.

## Add email, calendar, and contacts instructions

It is recommended that you download and install the **Microsoft Outlook** App for Android from the Google Play Store to access your work email, contacts and calendar on your mobile device, however, should you prefer to use the built-in mail application on your Smartphone, here is how to do it.

1. Open the Settings App on your Android. The icon looks like a gear.





Firefox account

Microsoft Exchange ActiveS..

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4. Tap Microsoft Exchange Active-Sync

5. Type in your **Email Address** and Now enter your email **password**. It is the same password when signing into Windows and will require you to re-authenticate when your password expires.

#### 6. Tap on **SIGN IN**

7. Remote security administration. Tap **OK** to continue with email set up. (or Click **Apply** for IT Policy settings).

#### 8. Activate your device administrator.

#### DEVICE ADMINISTRATOR



Server outlook.office365.com must be able to remotely control some security features on your device.

Activating this admin app will allow Email to perform the following actions:

- Erase all data Erase phone's data without warning, by performing factory data reset.
- Set password rules Control the screen unlock password length and character restrictions
- Monitor screen unlock attempts Monitor the number of incorrect passwords typed when unlocking the screen and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- Lock the screen
   Control how and when the screen locks
- Set screen unlock password expiry

Control how frequently the screen unlock
CANCEL ACTIVATE

<	ACCOUNTS	
	dricciuti@lh.ca	



You have successfully added your Lakeridge Health email account to your device.



### Information Technology

Contact IT Service Desk by phone at ext. 4357 or email ITServiceDesk@lh.ca

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For security reasons, you may be asked to Add or Change your existing screen unlock passcode Enter a new PIN or Password to complete the set up.

CANCEL

OK

Remote security administration

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security features on your device.

Continue?

