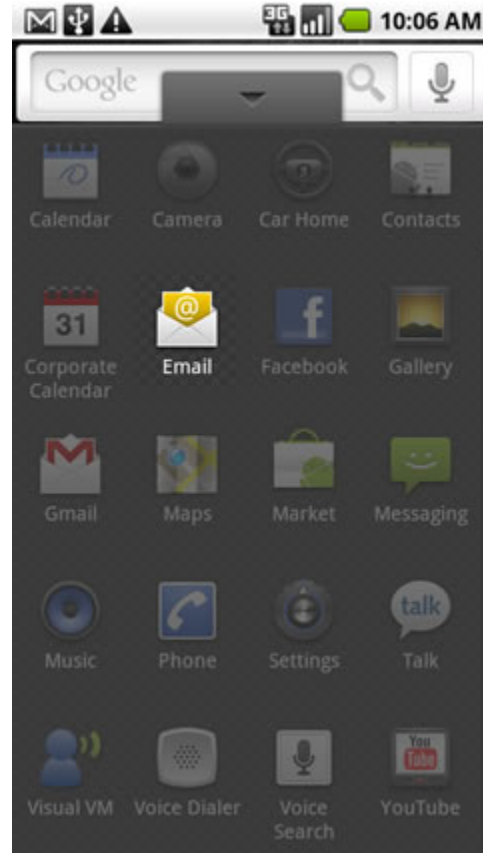
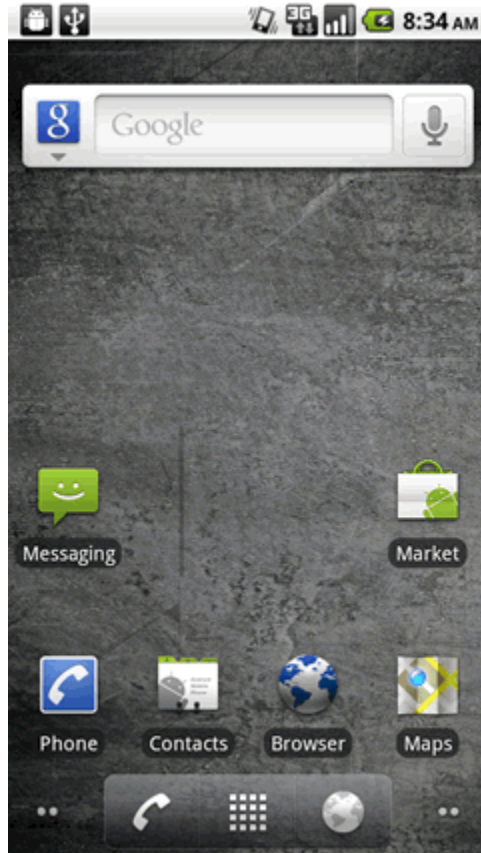


# Motorola Droid Exchange Instructions

## Faculty/Staff

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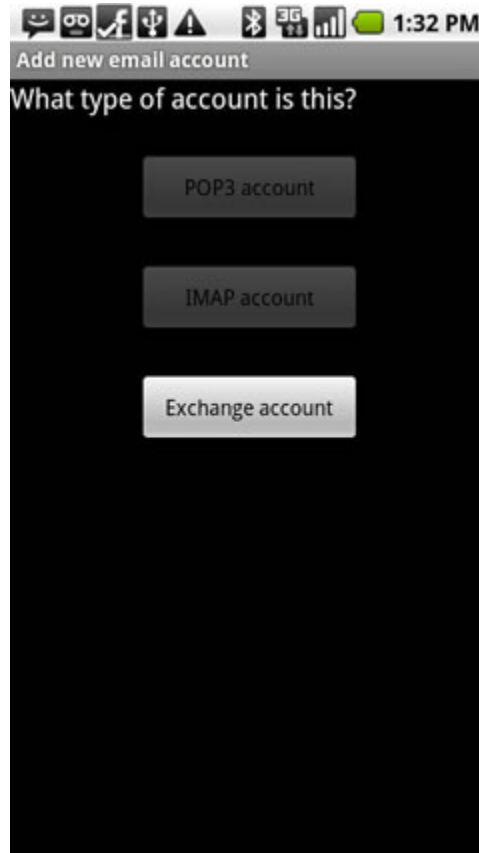
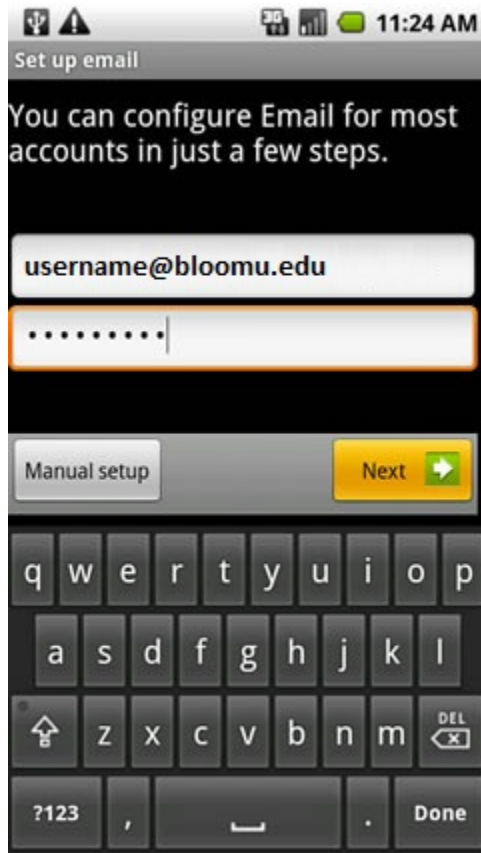
1) To begin using your Motorola Droid with your exchange email account, tap the *Applications* tab on the bottom of the screen, then tap *Email*.



# Motorola Droid Exchange Instructions Faculty/Staff

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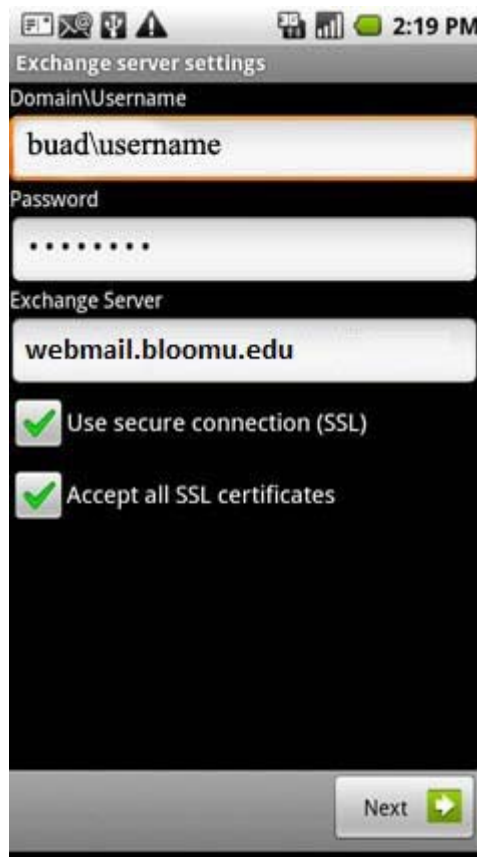
2) Press the menu button and tap “Add Account”. Enter your full email address and your current password. Tap *Next* to continue. Tap *Exchange Account* on the next screen.



# Motorola Droid Exchange Instructions Faculty/Staff

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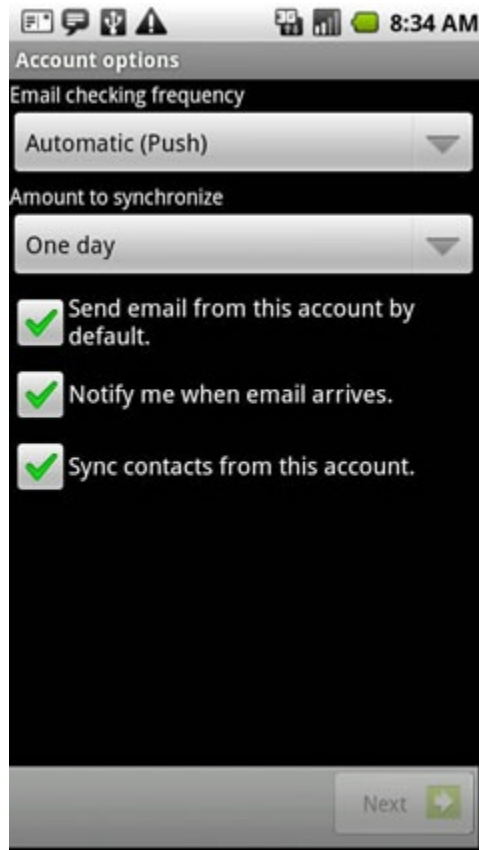
3) Enter your username and password again. The username should be entered with the domain prefix of “buad\”. For the exchange server, enter *webmail.bloomu.edu*. Ensure that the *Use secure connection* box is checked. Tap *Next* to continue.



## Motorola Droid Exchange Instructions Faculty/Staff

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4) You may be prompted with a “Remote Security Administration” message. If so, tap *OK*. Decide what you want to set the rest of the settings on this page to and choose the desired settings. For the best experience, we recommend In the *Email checking frequency* box, to select *Automatic (Push)*. Ensure the rest of the options are set to what you’d like them to be, then tap *Next* to continue.



## Motorola Droid Exchange Instructions Faculty/Staff

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5) Give your account a name that you can use to identify it such as “BloomU” and if you have the option for the display name, enter your first and last name. Tap *Done* to complete the process. Please give the phone up to approximately 15 minutes to do the initial sync.

