

CongressMail

User Guide

Setting up CongressMail in Android

You can connect to your CongressMail on an Android device. When you set up your CongressMail account on your phone or tablet, you'll be able to access and synchronize your email, calendar, and contacts.

1. From your phone or tablet, select **Apps > Settings > Accounts and sync > Add account > Email**.

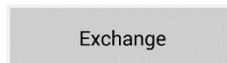


Email account
You can set up your account in just a few steps.

john.saint@congressmail.com

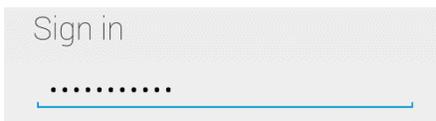
2. Type your CongressMail email address, and select **Next**

3. Select **Exchange**



Exchange

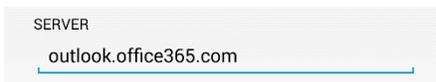
4. Type your CongressMail password, and select **Next**



Sign in

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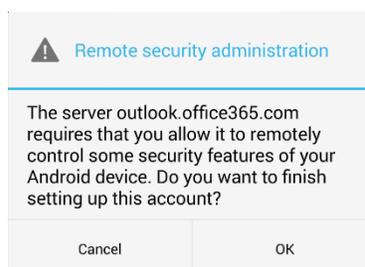
5. If your Android device can't find your settings, you'll need to manually enter your server name. Enter **outlook.office365.com** in the **Server** field, and select **Next**



SERVER

outlook.office365.com

6. If you get a remote security administration warning, select **OK**.



Remote security administration

The server outlook.office365.com requires that you allow it to remotely control some security features of your Android device. Do you want to finish setting up this account?

Cancel OK

7. As soon as your Android device verifies the server settings, the **Account options** screen displays. Select from the available options, and then select **Next**

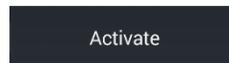
Account options

Sync frequency:
Automatic (Push)

Sync emails from:
Last week

- Notify me when email arrives
- Sync contacts from this account
- Sync calendar from this account
- Sync email from this account
- Automatically download attachments when connected to Wi-Fi

8. Select **Activate** on the **Device Security** screen



9. Enter CongressMail for account name, select **Next**

Your account is set up and email is on its way!

Give this account a name (optional)
CongressMail