



How to Add City Email on Android Device

1. On your device, go to **Menu > Settings**.
2. At the bottom of the *Settings* screen, tap **Accounts and sync**.
3. At the bottom of the *Accounts and sync* screen, tap **Add account**.
4. On the *Add account* screen, tap **Microsoft Exchange ActiveSync**.
5. On the setup screens, enter the information below. Tap **Manual Setup** to move to the next screen.

Field	Enter	Notes
<i>Email</i>	mtrang@newportbeachca.gov	Your Newport Beach email address.
<i>Password</i>	Your Webmail / IT Active Directory / Exchange password	This is the same as your computer Account Password.
<i>Domain\Username</i>	CNB\mtrang	Where domain name is the domain you log into your computer, followed by your username .
<i>Use secure connection (SSL)</i>	 or SSL	Check to enable Use secure connection (SSL) or for <i>Security Type</i> , choose SSL .
<i>Exchange server</i>	webmail.newportbeachca.gov	
<i>Accept all SSL certificates</i>		Please leave Accept all SSL certificates blank if presented with this option.

Your device will attempt to locate the Exchange server. In the *Remote security administration* window, tap **OK**. On the following screens, you can configure several optional settings. Tap **Next** to move to the final screen and complete the configuration process.