

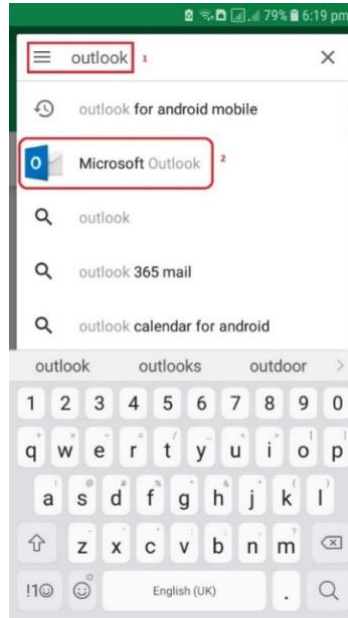
Configure emails on Android Devices Procedure

01. Scope and Applicability

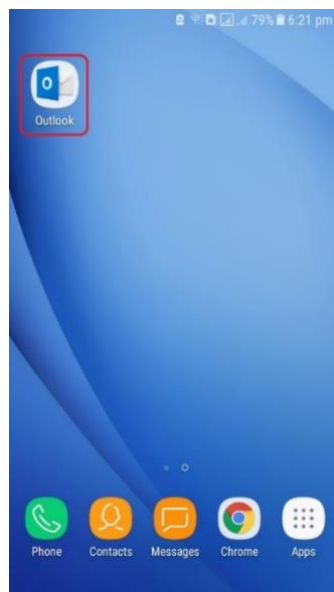
The scope of this document is to outline the process required when configuring email accounts on Android mobile devices.

02. Technical Guidelines

1. Go to Play Store and in the search field type 'Outlook'. Click on 'Microsoft Outlook' and install Microsoft Outlook application.



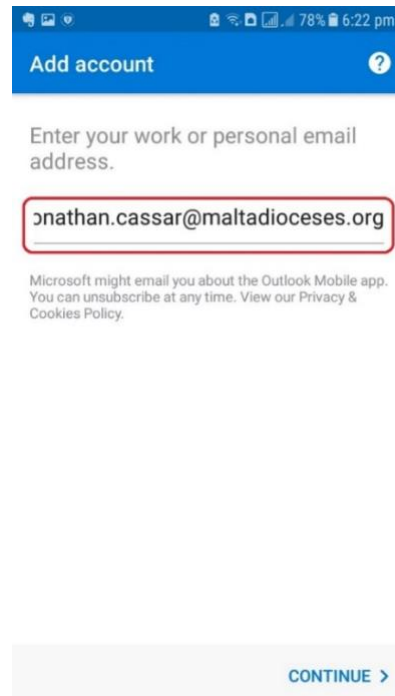
2. On your mobile phone, locate the Outlook application and click it to continue configuring emails on the mobile phone.



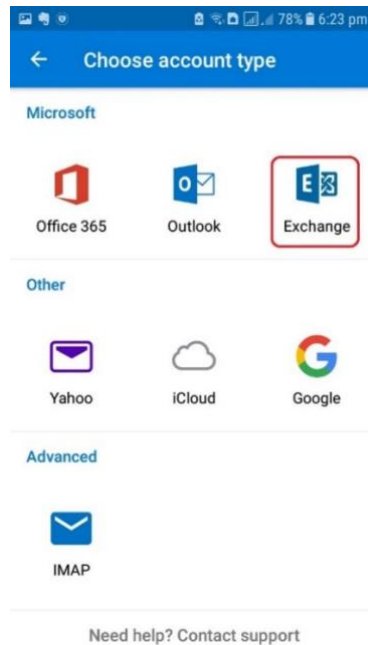
3. Click 'Get Started' to start the configuration.



4. Enter the provided email address (e.g. jonathan.cassar@maltadiocese.org). Click 'Continue' when ready.



5. Choose Exchange



6. Fill in all the fields.

- i. For Email Address fill in the provided email address (e.g. jonathan.cassar@maltadiocese.org)
- ii. For Server type mail.maltadiocese.org
- iii. For Domain\Username type maltadiocese\username (e.g. maltadiocese\jonathan.cassar)
- iv. For Password type the email password (provided with letter or as changed when logged in)
- v. For Description type 'Archdiocese' (without ")

03. Modification History

| Version | Date | Author | Comments |
|-------------|------------|-----------------|-----------------------------------|
| Draft 0.1 | 10/05/2018 | Jonathan Cassar | Draft version for internal review |
| Version 1.0 | 31/05/2018 | Jonathan Cassar | First version for release |

04. Authorisation

| Issuing Authority |
|---|
| Signature and Date: Name: Jonathan Cassar Position: IT Principal Officer |

| Approval Authority |
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| Signature and Date: Name: Oliver Caruana Position: IT Support Manager |