1. From the Home screen, tap the Apps icon and then Settings.

2. Scroll down and select Accounts.

3. Select Add account.

4. Select Microsoft Exchange ActiveSync.

5. Fill out the account details and select SIGN IN.
6. It will check the Email server settings automatically.

7. Select **OK** at the Remote security administration windows.

8. Select **ACTIVATE** at the Device administrator windows.

9. Your SMU Email is now configured in your Android device. To access SMU Email, tap the Email icon in your device to manage your email.