



10 Easy steps

To Setup a St. Andrews Email Account in your Cell Phone

Steps:

1. Go to your phone Settings
2. Scroll Down and click on Mail, Contacts, Calendars
(on Apple Products, Android Products click on the Email App)
3. Click ***“Add Account”***
4. On Add Account choose the ***Microsoft Exchange option***
5. Enter your *St. Andrews Email address, Password and Description*
 - ***Example:*** CAS@sa.edu
 - ***Password:*** *****
 - ***Description:*** SAU
6. Enter in the ***Server Tab*** the following: ***mail.sa.edu***
 - If prompted, ***Domain*** name is: ***sapc.edu***
 - If prompted, ***accept*** all certificates
7. Enter in the ***Username Tab*** your email address: CAS@sa.edu
8. Re-enter your Password
9. Click ***“Next”*** in the top right corner
10. Click ***“Add”*** in the top right corner

Your St. Andrews account should now be added to your cell phone.