

# Synchronizing email with *Android devices*

1 Go to “Settings”, “Accounts” and click “Add account” in the bottom

2 Click “Exchange”

3 Enter your e-mail

**Example:**

**User:** name.surname@rsu.lv (E.g., ainars.silins@rsu.lv)

4 Click “Manual setup”

5 When a new window pops out, you will be asked to choose account type, choose “Exchange” and click “Next”

6 When a new window pops out, complete the necessary fields

**Email:** Your RSU e-mail (step 3)

**Server:** webmail.rsu.lv

**Domain:**

**Username:** Your RSU username

**Password:** Your RSU e-mail password

The default *Description* is *Exchange* – you can change it the way you want

7 When a new window pops out, you will be asked to confirm “Remote security administration”. Click “OK”

8 When a new page opens, click “Activate”

9 Your account is successfully created. In the new window instead of entering your e-mail, enter your name and surname

10 After the synchronization, you will be able to see your e-mail in your device’s default e-mail application, and your timetable – in your default calendar application, to make sure, you see all available calendars, in calendar menu, under @rsu.lv calendar, check all calendars to show

! If the user does not want to install *Exchange* app on one’s phone, but wants to access one’s *RSU e-mail* via a smartphone, the user can use the phone’s web browser and go to the site: **webmail.rsu.lv** and access one’s e-mail, by entering the **RSU user name** (e.g., *rsuainsil*) and **password**

