

## Set Up Email Settings on an Android (non-Samsung) Device

1. Make sure that you have a working internet connection.
2. Click the **Settings** icon.
3. Tap **Accounts** → **Add Account** → **Exchange**.
4. Enter your work email address (e.g. *jane.doe@vch.ca*).
5. Select **Manual Setup** → **Exchange**.
6. Enter your **network password**. Select **Next**.
7. At the top of the screen, in the Domain\Username field, erase your email address, which will show up automatically.
8. Under Domain\Username:
  - VCH/PHC users: Enter **VCH\username**, **INFOSYS\username**, or **VRHB\username** (e.g. *VCH\jdoe*).
  - PHSA users: Enter **PHSABC\username** (e.g. *PHSABC\jane.doe*).
9. For Server, enter **outlookanywhere.hssbc.ca**
10. Select **Next**. Select **OK** for the security message. Select **Activate** at the bottom.
11. Open your **Mail** app to view your email.

For assistance, please contact the Service Desk:

PHSA	604-675-4299		1-888-675-4299		<a href="mailto:servicedesk@phsa.ca">servicedesk@phsa.ca</a>
VCH	604-875-4334		1-888-875-4334		<a href="mailto:servicedesk@vch.ca">servicedesk@vch.ca</a>
PHC	604-806-9333		<a href="mailto:servicedesk@vch.ca">servicedesk@vch.ca</a>		