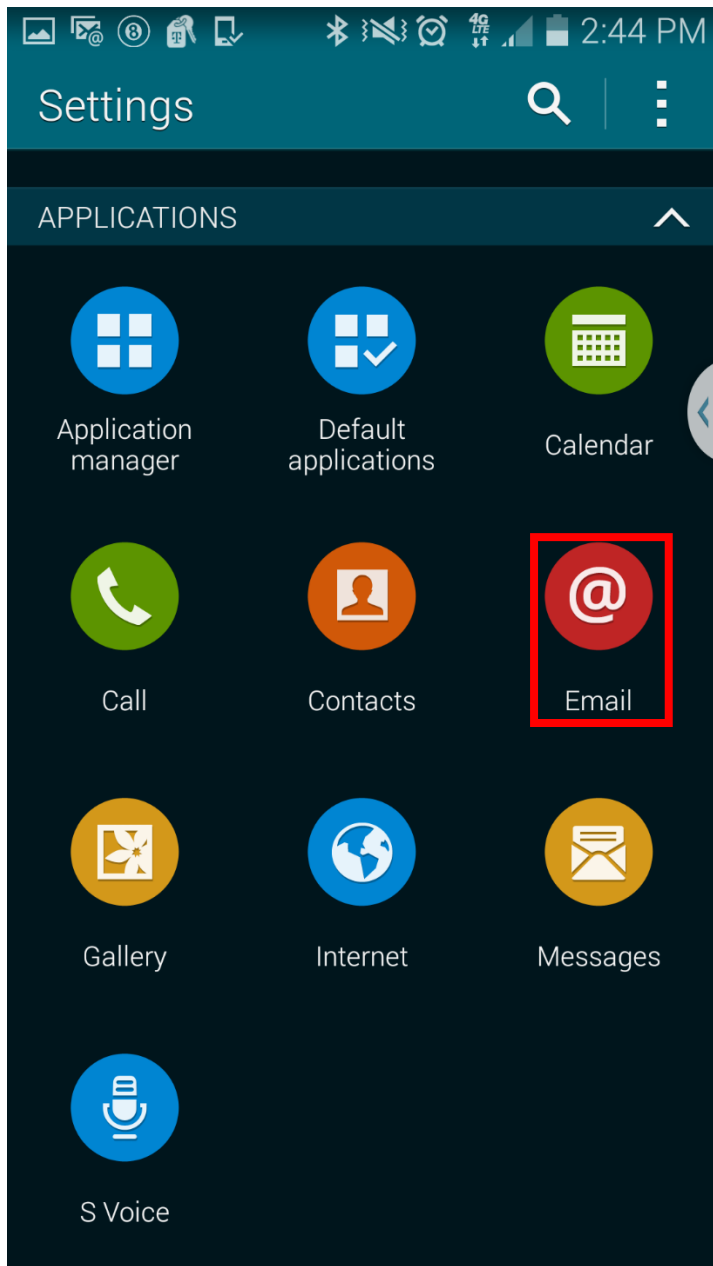


Go to 'Settings'



Go to **'Email'**

 Saving screenshot...

< Settings

Manage accounts

jtejada@lbc.edu

GENERAL SETTINGS

Display

Set how emails are shown in the email list and when you open them.

Default display

Select what is shown after you have moved or deleted emails.

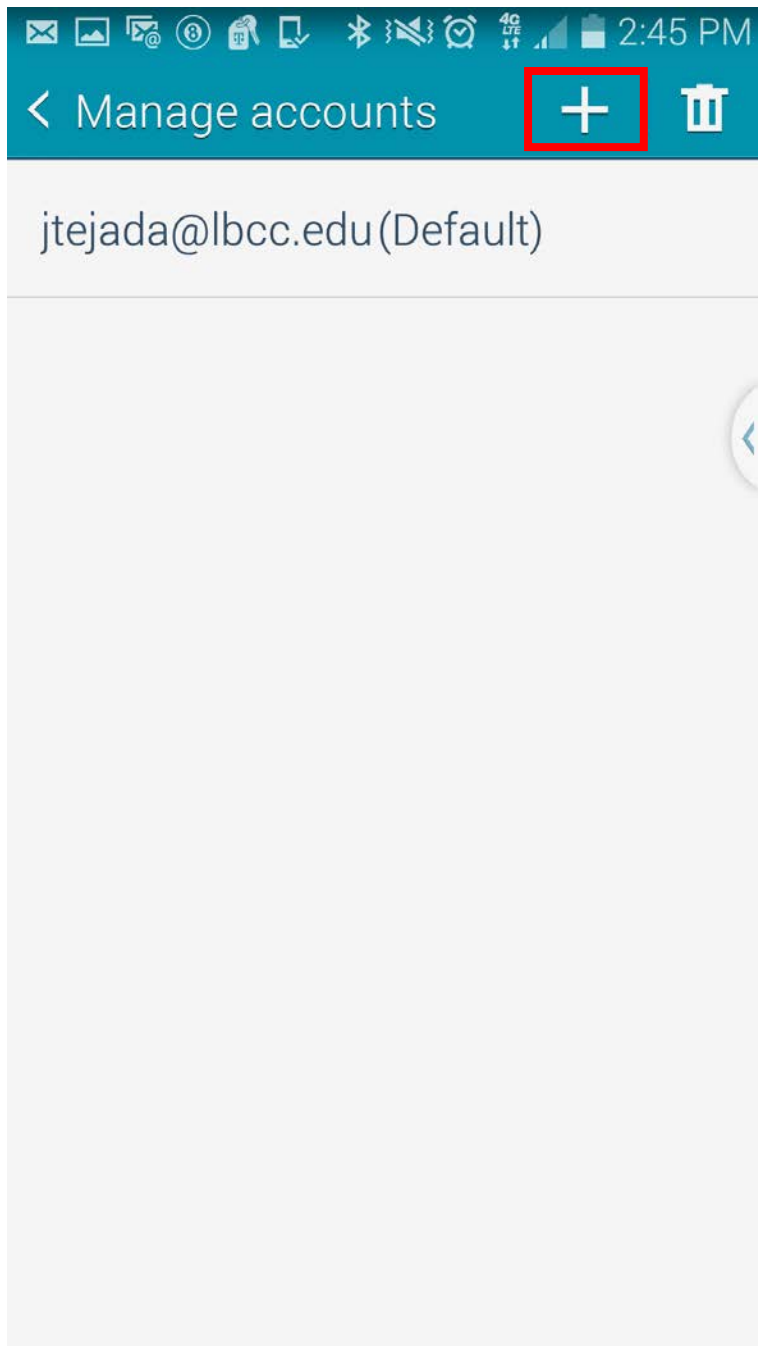
Priority sender settings

Spam addresses

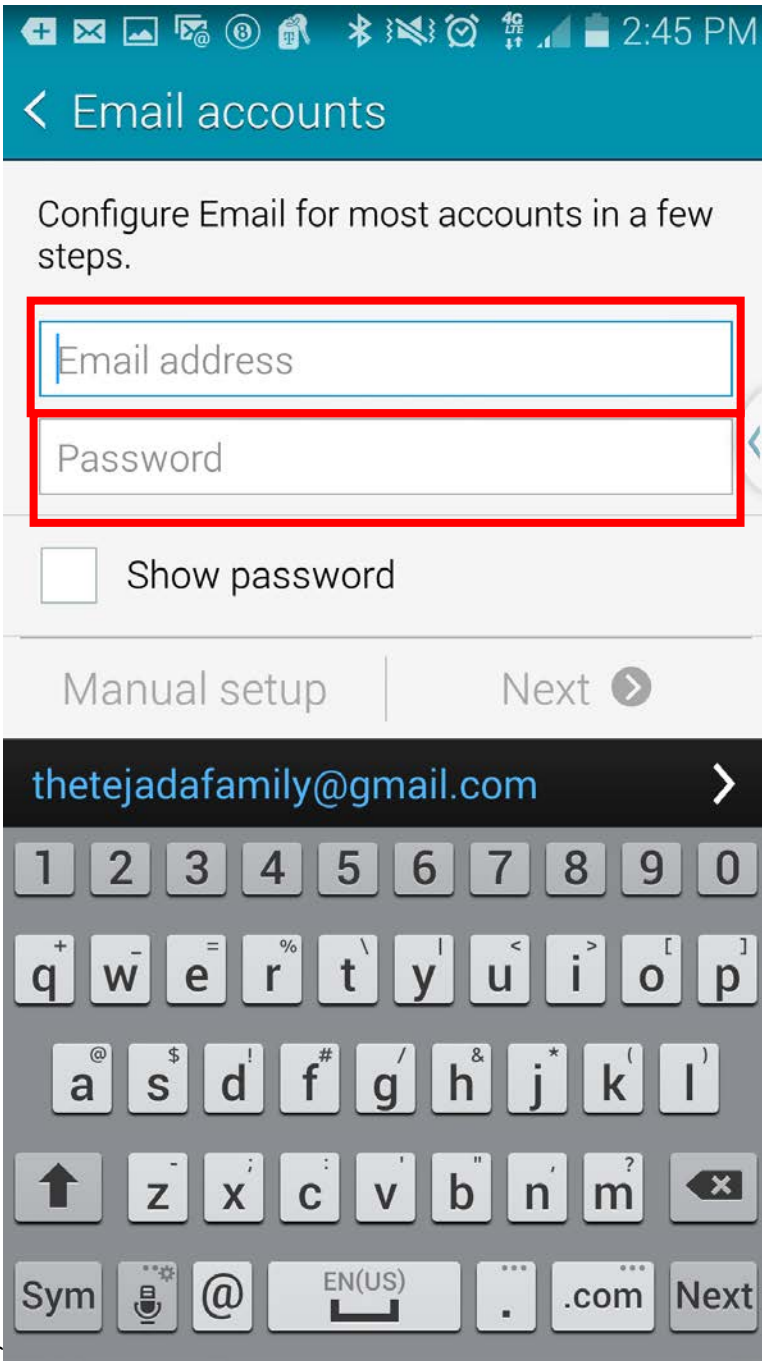
Edit the list of senders and domains registered as spam.

Delay email sending

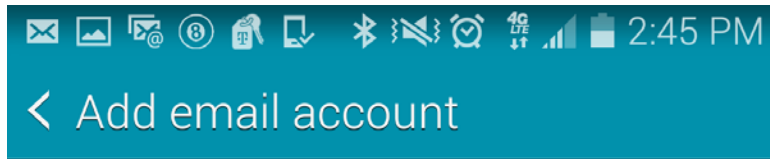
Click on '**Manage Accounts**'



Click on the '+' symbol to add an account



Put in LBCC Email Address and Password credentials



What type of account?

POP3 account

IMAP account

Microsoft Exchange ActiveSync

Click on '**Microsoft Exchange ActiveSync**'

The screenshot shows the 'Exchange server settings' screen on a mobile device. At the top, there is a teal header with a back arrow and the text 'Exchange server settings'. Below the header, there are four sections, each with a label and a text input field:

- Email address:** The input field contains 'jsmith@lbcc.edu'.
- Domain\username:** The input field contains 'lbccd\1234567', where '1234567' is highlighted in yellow.
- Password:** The input field contains seven dots, indicating a masked password.
- Exchange server:** The input field contains 'mail.lbcc.edu'.

Under **Domain** put '*lbccd\employee ID number*' and **Password**.

Under **Exchange Server** put in '*mail.lbcc.edu*'

Click 'Next and Finish.