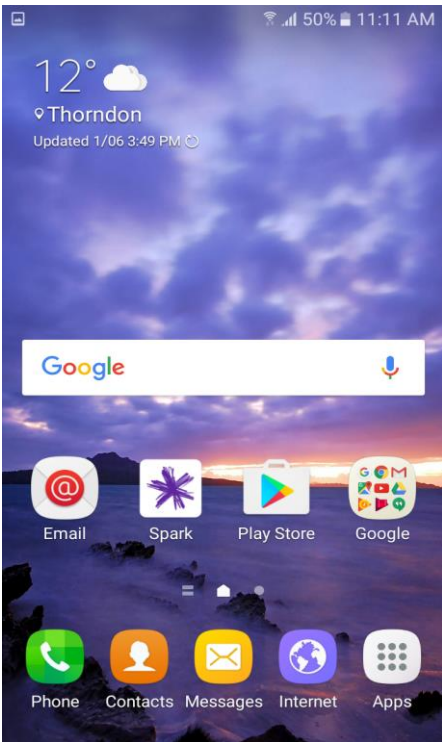
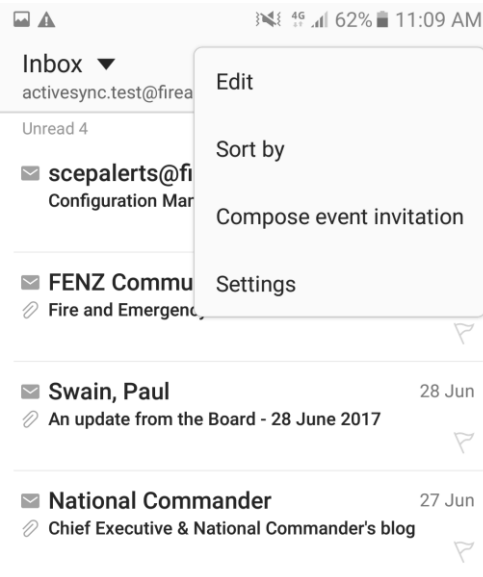


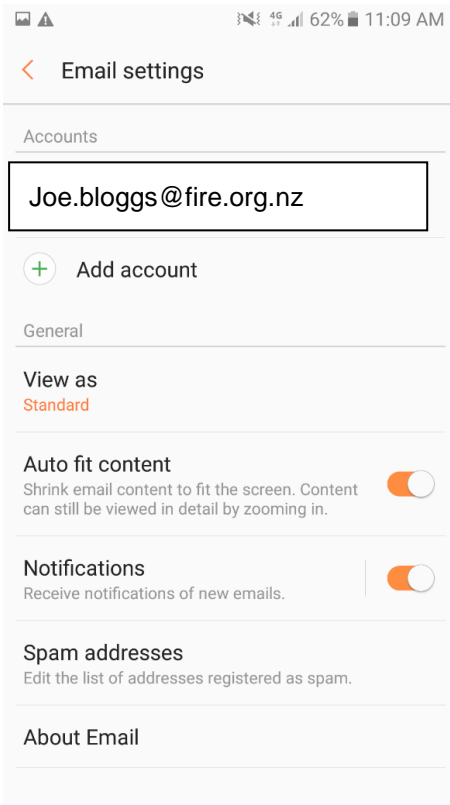
Set up email on your mobile phone

When to use	Use these system steps to set up your mobile phone to access your work email address.
System	Your mobile phone
Helpdesk	For help, contact the Spark ICT helpdesk: 0800 374 843.
Before you begin	Ensure you have your phone charged and turned on.
System steps	<p>1. Click on Email icon</p>  <p>The screenshot shows an Android phone home screen with a sunset background. At the top, the status bar shows 50% battery and 11:11 AM. Below the status bar is a weather widget for Thorndon showing 12°C and a cloud icon. A Google search bar is in the middle. The app drawer is open, showing icons for Email, Spark, Play Store, and Google. The bottom dock contains icons for Phone, Contacts, Messages, Internet, and Apps.</p>

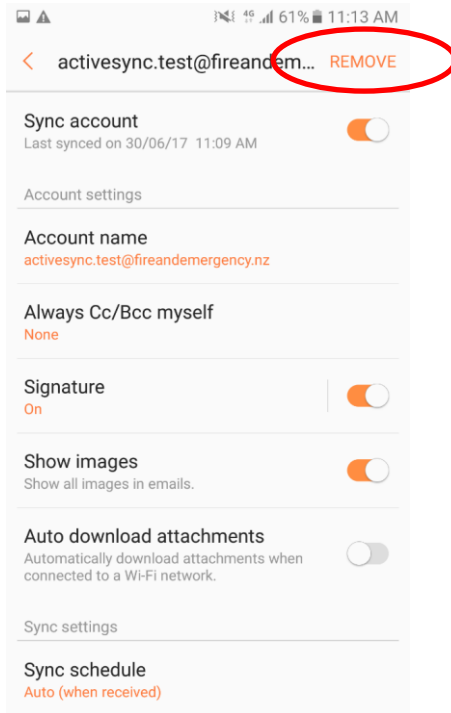
2. Click on the 3 dots or “More” in the top right corner then select “**Settings**”



3. Click on the **fire.org.nz** email account

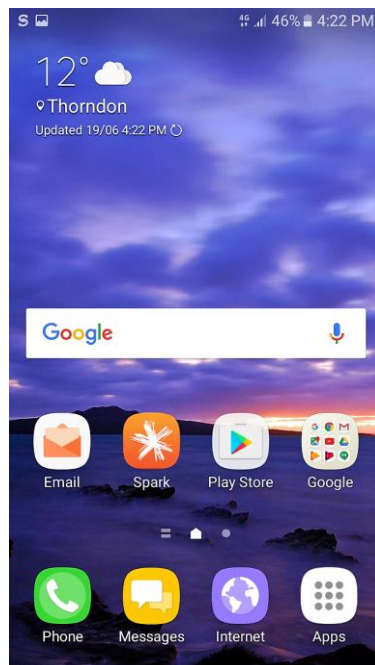


4. Click **“Remove”** in the top right hand corner

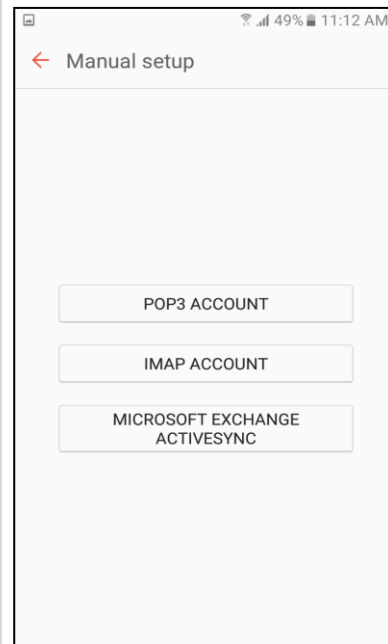


ADDING YOUR NEW MAILBOX

1. Select the **Email** icon on your Home screen.



Result: The **Manual setup** screen displays.



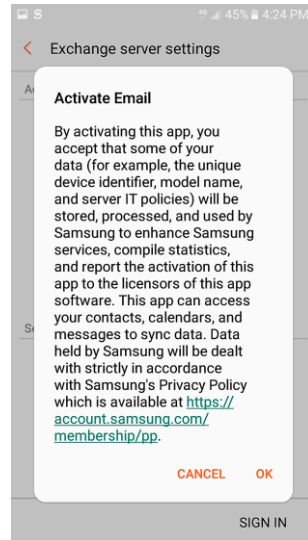
2. Select **MICROSOFT EXCHANGE ACTIVESYNC**.
Result: The **Exchange server settings** display.

Complete the following fields:

Field	What to enter
Email address	Your email address. Example: joe.bloggs@fireandemergency.nz
Domain\username	nzfire\ <i>your username</i>
Password	Your password.
Exchange server	webmail.fire.org.nz

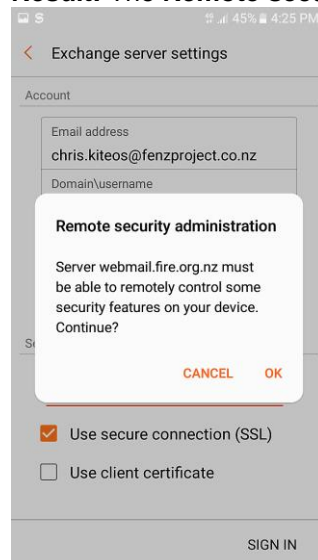
3. Select **SIGN IN**.

Result: The **Activate Email** pop-up screen displays.

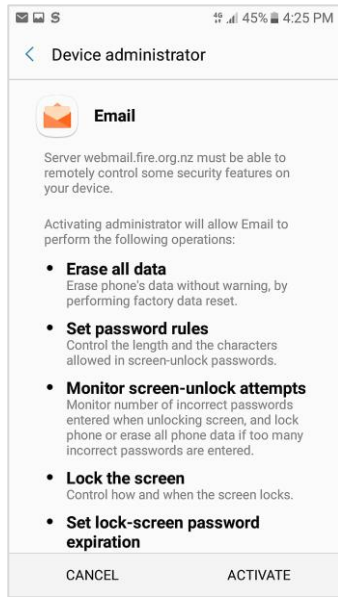


4. Select **OK**.

Result: The **Remote security administration** pop-up screen displays.



5. Click **OK**.
Result: The **Device administrator** displays.



6. Select **ACTIVATE**.
Result: Your email account is activated on your phone.