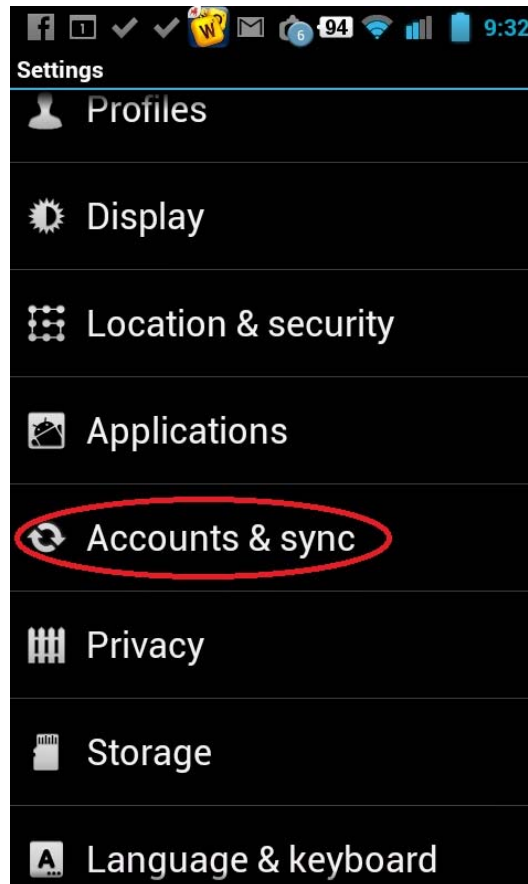


Change Server Setting on a Droid

Due to various different makers of cell phones these directions may not match 100% to the screen shots.

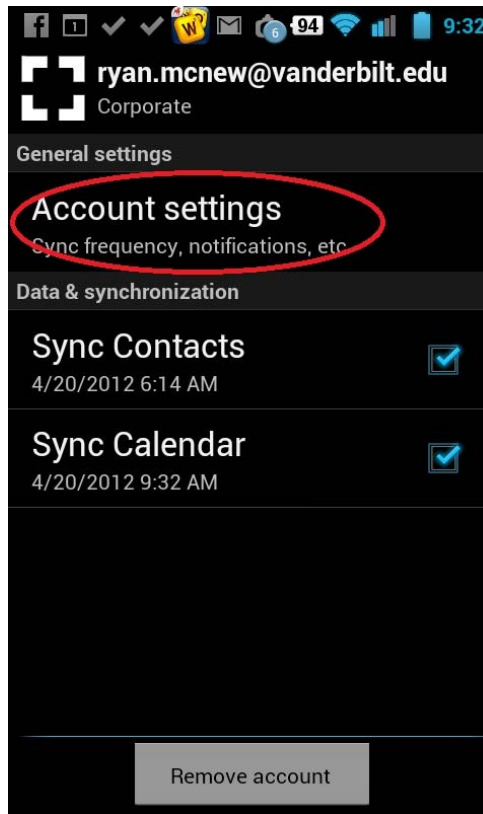
1. Tap on Settings, it is usually a gear icon, it could look different depending on phone vendor and themes if you have any installed.
2. Scroll down the list and locate "Accounts and Settings" it could also read "Accounts" and tap it as shown in the photo below.



3. Your next screen will be “Manage Accounts” tap on your Vanderbilt email account; it will look like the photo below. Tap on the Vanderbilt Exchange/Corporate Sync account. The icon *could also* look like a stamp.



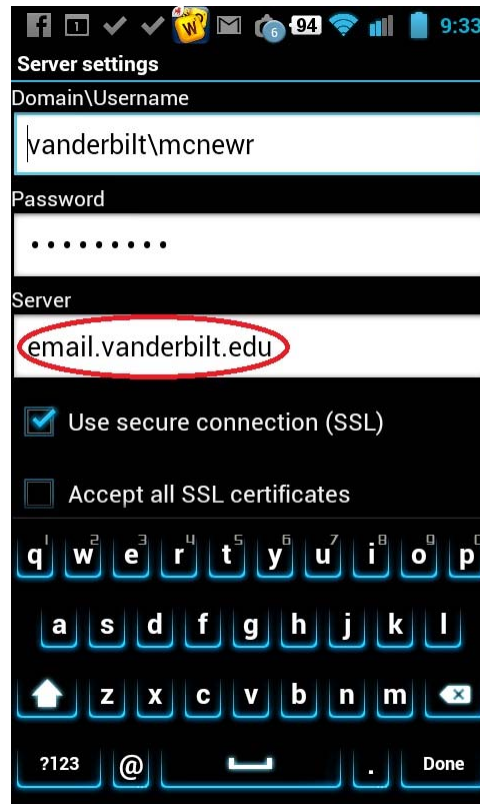
4. Your screen is now “General Settings”, tap on “Account Settings” as shown below.



5. Scroll down to find “Incoming Server” as shown below and tap it.



6. You will now change your server address. It will say “**email.vanderbilt.edu**” change it to “**legacy.vanderbilt.edu**” (without the “ ”). Change nothing else and click “Next”.



7. It will then display “Checking Incoming Server Settings”. If you did it properly it will display a box titled “Remote security administration”, “The server legacy.vanderbilt.edu requires that you allow it to remotely control some security features of your phone. Do you wish to finish setting up this account?” TAP “OK”. You will then start receiving emails. **There is a possibility that it won’t accept the new server address. If that happens the account needs to be removed and setup back up. Contact us.**