

Email Configuration for personal Android Devices

When setting up your personal device for access to the Trust Email System you will be prompted to enter a passcode on your device. This is to protect the information contained on the device.

Android mail apps may look different across different devices, and these directions may not exactly match the options you see. Use these steps as a guide or consult the manufacturer's help for your particular device.

Once all details have been entered correctly then you will be asked to accept policy changes to your device and – depending on the last time you changed your passcode (or if you didn't previously have one) – you may be asked to set a new passcode.

Note that there are several email apps which may be used, see the relevant instructions for your chosen app below.


Please note:

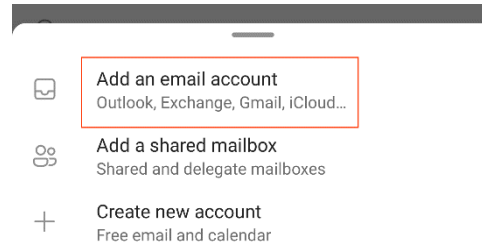
- You will be prompted to change your Passcode every 90 days.
- After 10 consecutive failed Passcode attempts the device will be remotely wiped. This also includes any personal data stored on the device. For this reason, it is strongly recommended that you regularly backup your device.

Password changes

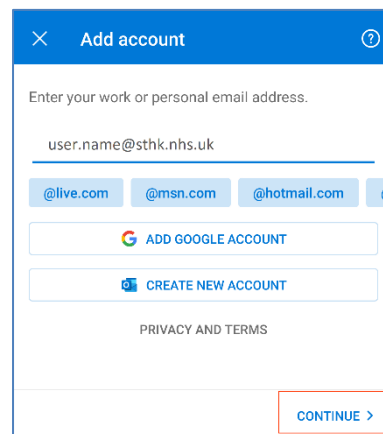
Every 12 months your password on your workstation expires and you are forced to enter a new one for security purposes. When this happens, your device will no longer be able to connect to the mail servers, so it will prompt you for the new password next time you access your inbox on your device.

- Set up email using the **Outlook** for Android app

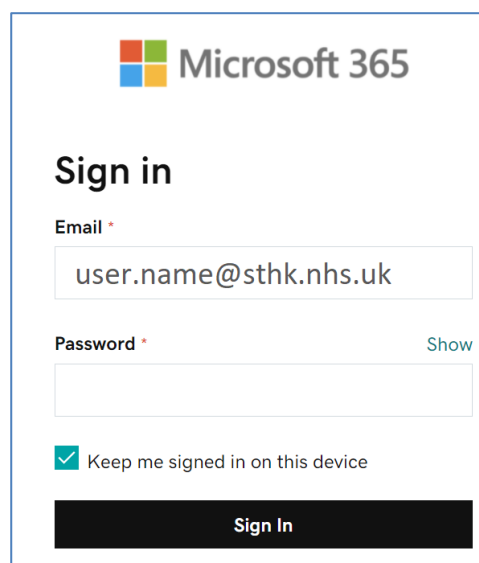
- Open the Outlook App
- Tap **Menu** >  **Settings**.
- Tap **Add Mail Account** > **Add an email account**.



- Enter your full trust email address and tap **Continue**.



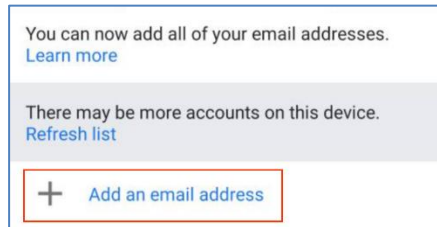
- Enter your trust Computer password and press **Sign In**.



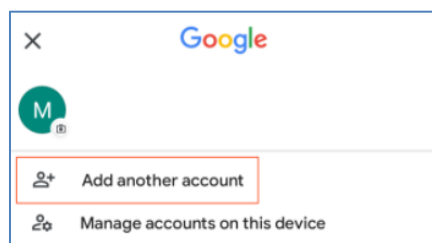
- Your email account now shows in **Settings**. Go to your **Inbox** to check your email.

- Set up email using the **GMAIL** for Android app

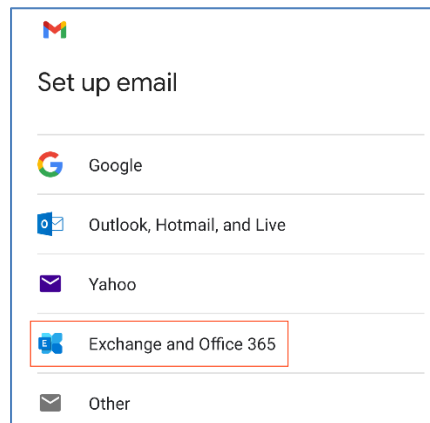
- Open the Gmail App
- If you're new to Gmail, tap **Add an email address**.



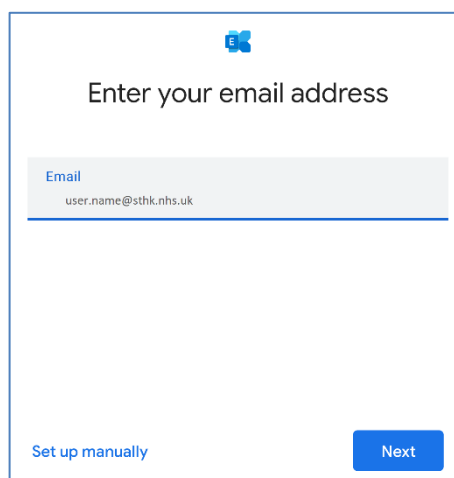
- If you already have a Gmail account, in the upper-right corner, tap your profile and **Add another account**.



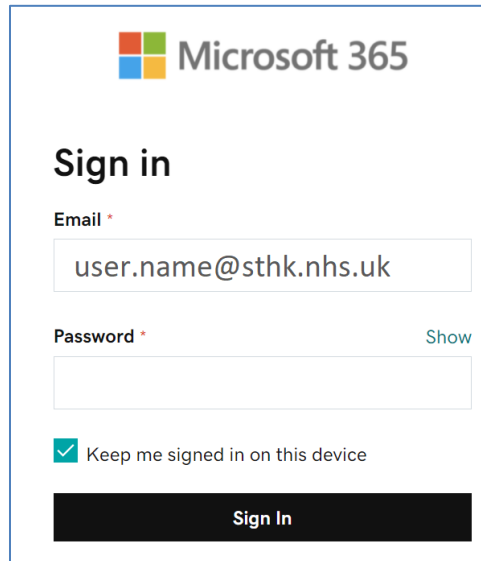
- Tap **Exchange and Office 365**.



- Enter your full trust email address and tap **Next**.



- Enter your trust Computer password and press **Sign In**.



The screenshot shows the Microsoft 365 sign-in interface. At the top left is the Microsoft logo (four colored squares) followed by the text "Microsoft 365". Below this is the heading "Sign in". There are two input fields: "Email *" with the text "user.name@sthk.nhs.uk" and "Password *" with a "Show" link to its right. Below the password field is a checkbox labeled "Keep me signed in on this device" which is checked. At the bottom is a black button with the text "Sign In".

- When your account is ready, tap **Done** to see your inbox.