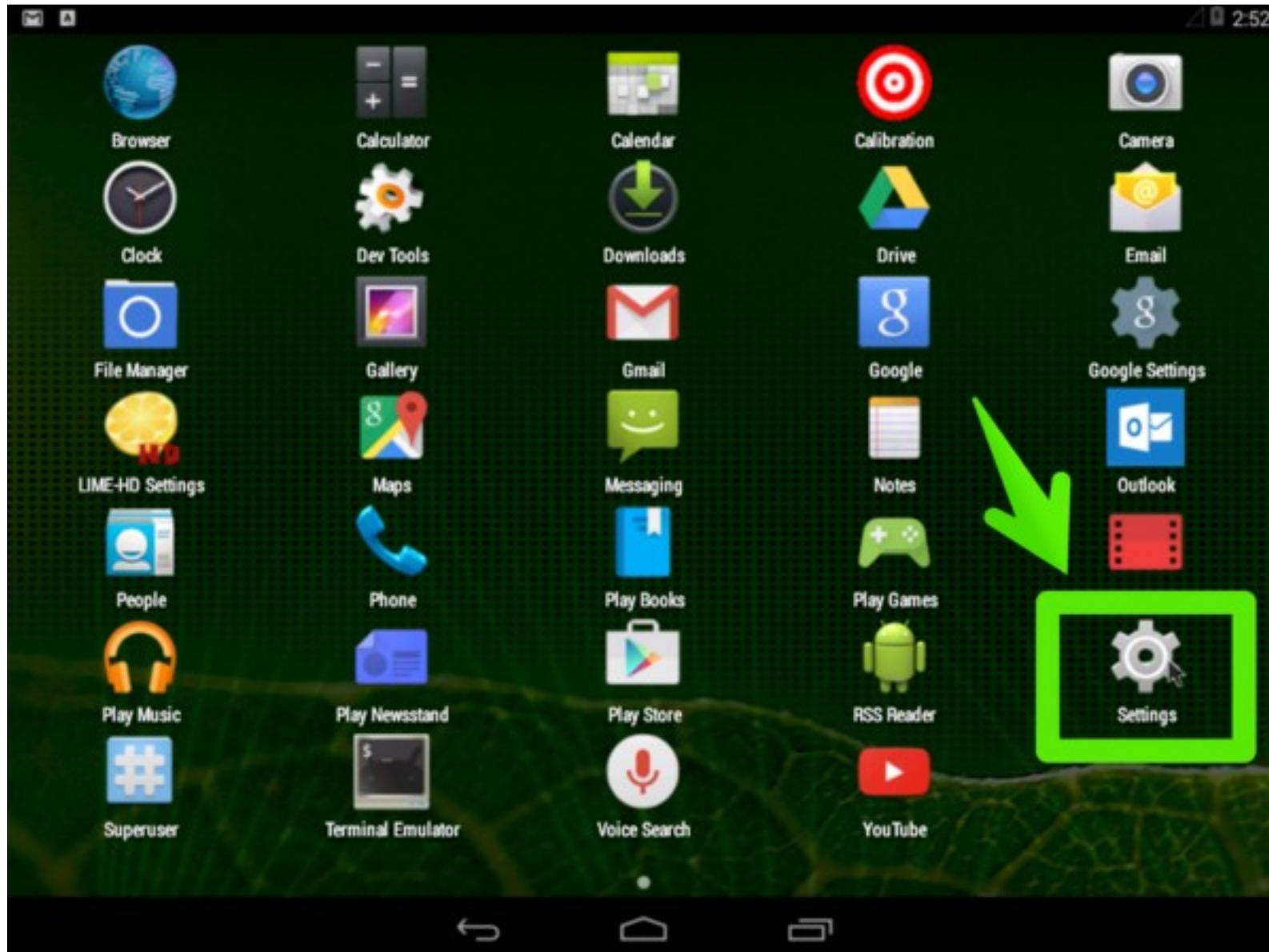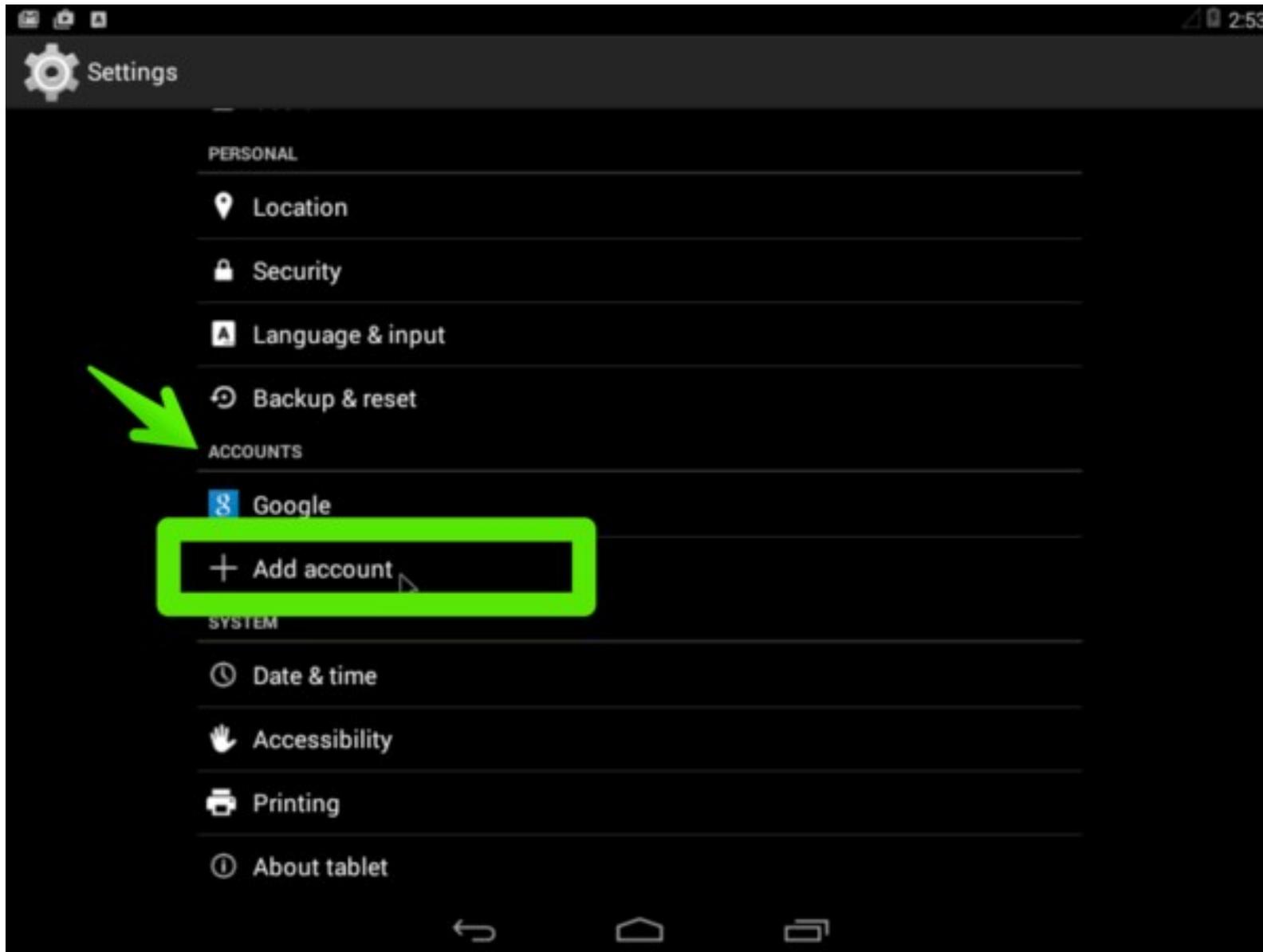# Installation and Setup

1. On your Android Home screen, tap the **Applications** Button and then go to **Settings** icon.

2. Under the **Accounts** section tap on **Add account**.

Note: After you have performed the installation process and your Zimbra account is installed, it will display on this screen and you can edit the account from here.
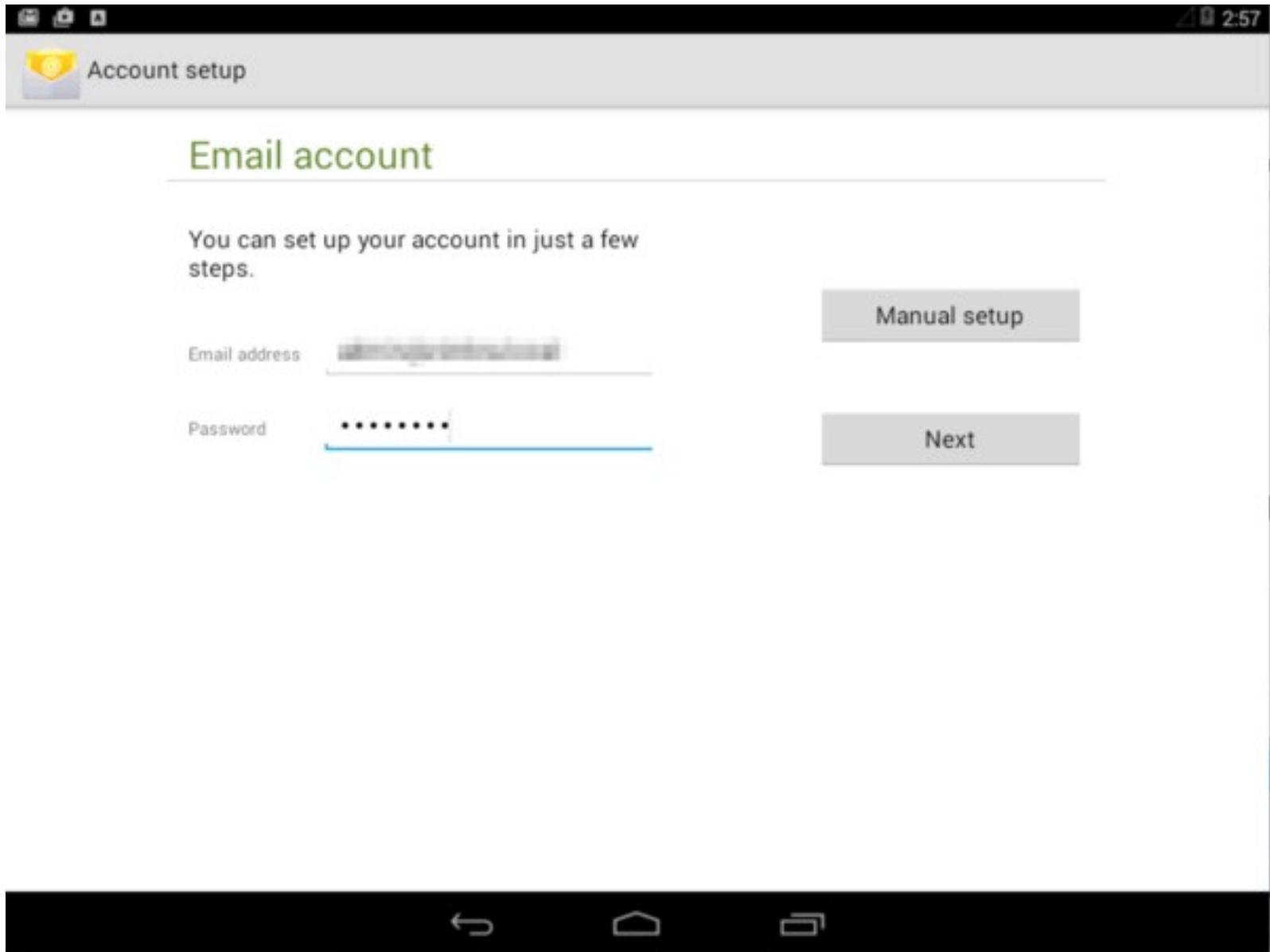
3. Select Corporate Account from the other options.

4. Enter your **Email address** and Password to add an account:

- **Email address**. This is your company email address, for example user@company.net.
- **Password**. This is your Zimbra password, which is the same one used for the Zimbra Web Client.

Click **Next**.

Account setup

Email account

You can set up your account in just a few steps.

Manual setup

Email address   _____

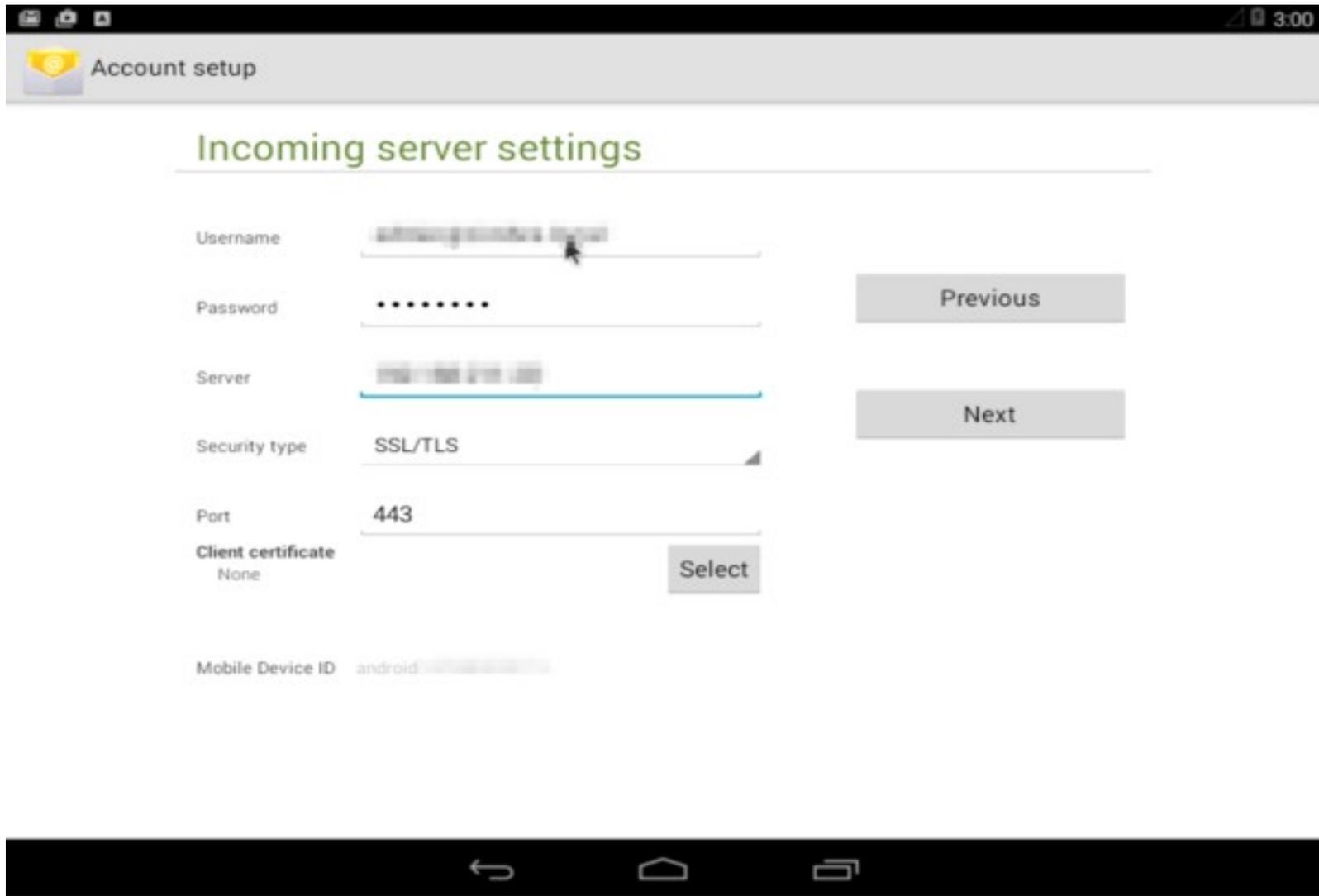Password   ••••••••

Next

Select Exchange from the type of account

Note: ZCS 7.x does not support auto-discovery. If you want to perform auto-discovery, you need to enter the server name on the Server Settings screen. (See the next step)

5. Enter server settings.

- **Username**. This is your full email address. For example, user@example.com.
- **Password**.
- **Server**. In your New Email Account welcome message, you will see that your account is on either the Global Server or the Field Server.
  - o If you are on the Global Server, your server address is: mail.globalnaz.org
  - o If you are on the Field Server, your server address is: gnmail.globalnaz.org
- **Use SSL**. SSL/TLS
- **Port**. 443
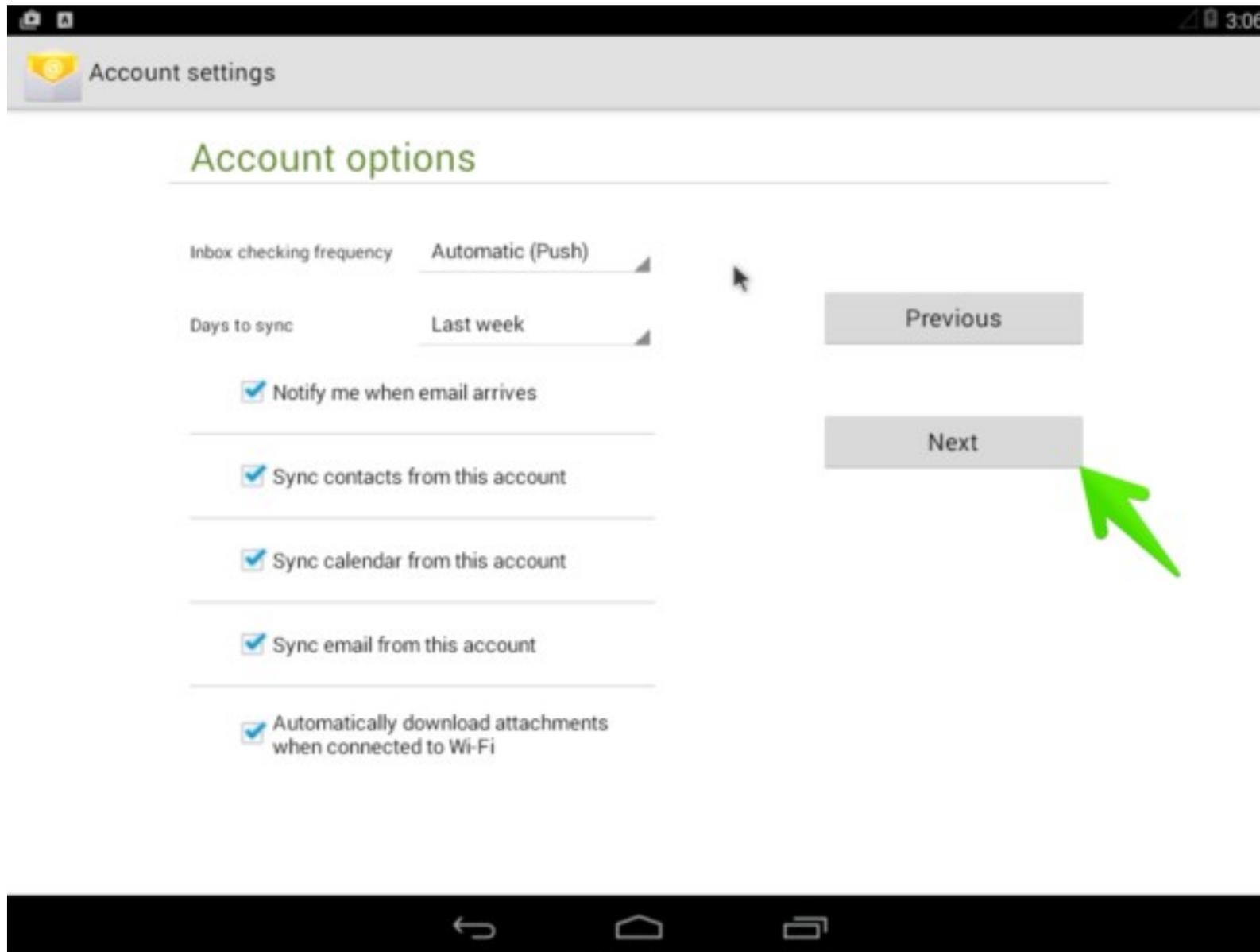- **Client Certificate**. Leave this blank

Click **Next**.
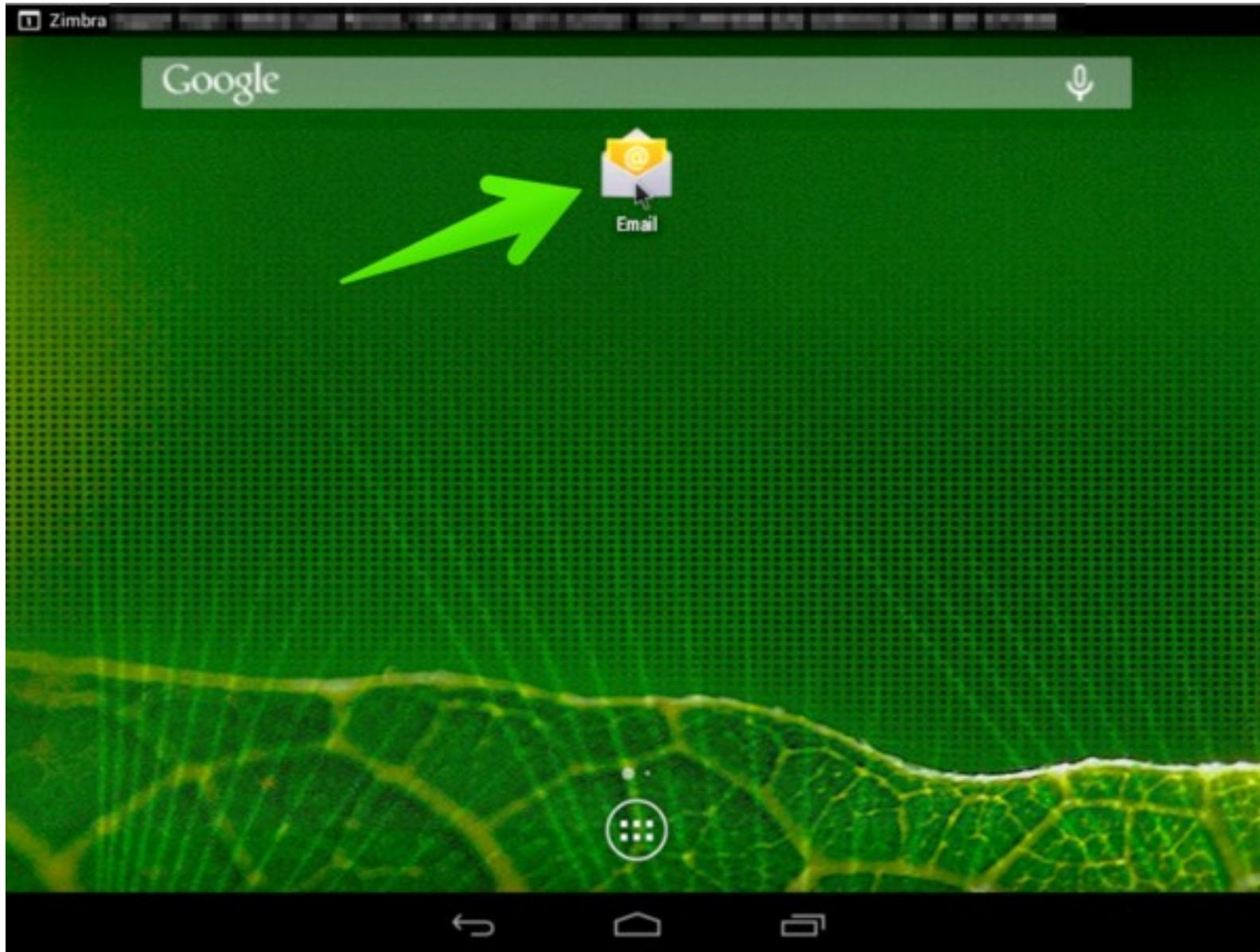
6. Configure your email account options.

- Inbox checking frequency
- Data to synchronize
- Notify me when email arrives
- Sync contacts from this account
- Sync calendar form this account
- Sync email form this account
- Automatically download attachments when connected to Wi-Fi

Click **Next**.

7. Your account set up is complete. You can optionally give this account a name. Click **Done**.

8. After your account is completely set up, you can access your mail on the Android Home screen using the Email icon. **Note**: *This is the default mail icon.*

Configuration Options

Once you have successfully set up your account, your mail folders, contacts and calendar(s) appear on your device. You can choose to edit either global or account-specific settings.

Edit Global Settings

Select **General Settings**. From this screen you can edit your Account Settings, enable Sync Calendar, and enable Sync Contacts. You can also remove your account from this screen. To navigate to this screen, select Settings>Accounts or tap on your Zimbra account.

Edit Account Settings

If you want to edit your account settings, from the **General Settings** screen tap **Account Settings** and you can edit settings such as your name or signature.