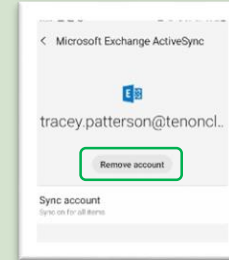


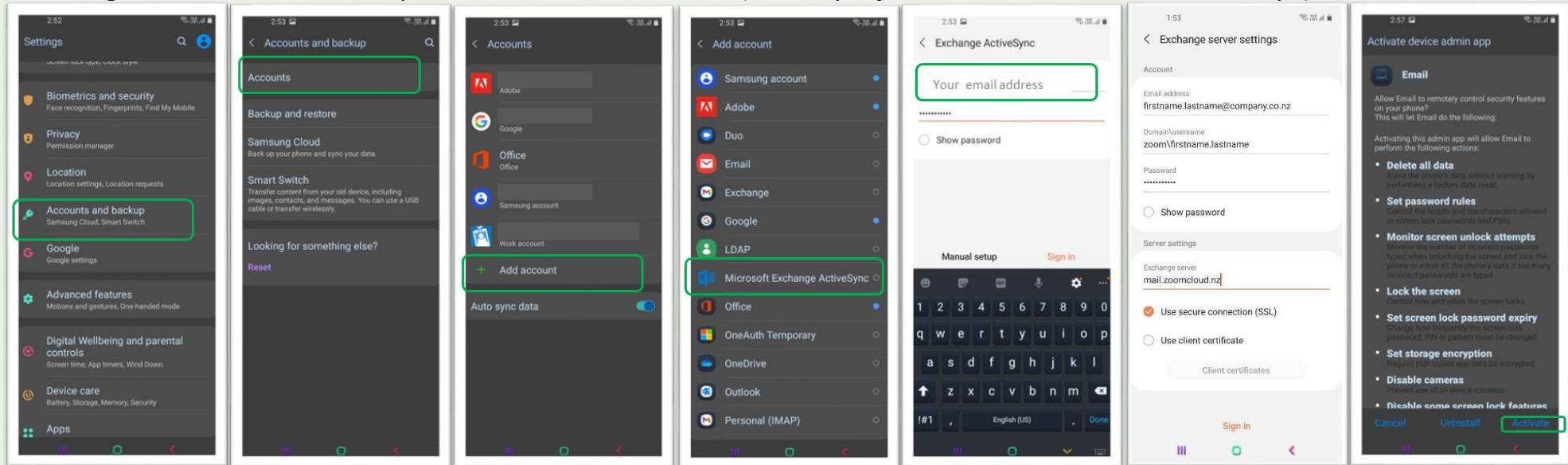
How to update your Tenon email account on a Samsung/Android Device

Instruction

1. Go To *Settings > Accounts and Backup > Accounts >* Click on your @tenonclearwood.co.nz Exchange account > Select 'Remove Account' You will receive a confirmation prompt – select 'Remove account' again:



2. Go To *Settings > Accounts and Backup > Accounts > Add Account (See Step 8 for alternative Android device steps):*



3. Select *Microsoft Exchange Activesync* account

4. Enter your work Email address and Zoom password > Select *Sign In*

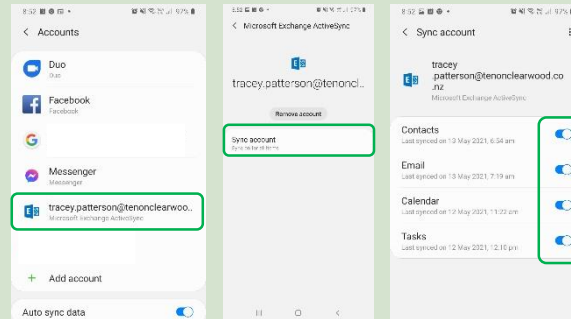
Instruction

5. If you are prompted for further information, you can fill in the fields as listed:

- Email: **Full email address (eg. John.Doe@tenonclearwood.co.nz)**
- Domain\username: **Zoom\firstname.lastname**
- Password: **Your Zoom password**
- Server: **mail.zoomcloud.nz**

6. After selecting 'Sign In', when prompted to 'Activate device admin app', select 'Activate'.

7. You can set up which mailbox features you'd like to sync by selecting Settings > Accounts and backup > Accounts > select your Tenon Microsoft Exchange Activesync account > Sync account > Toggle on/off the features you would like (Contacts, Calendar etc.):



8. Different Android phones may have slightly different steps for navigating to the 'Add Account' option including:

Huawei: Settings > Users & accounts > Add account > Corporate

Oppo: Settings > Accounts and Sync > Add account

Vodafone: Settings > Accounts > Add account

9. If you have any questions, or require any assistance, please contact the Helpdesk on 0800 323 484 – or email support@zoomcloud.co.nz