

## Set Up Email Settings on a Samsung Device

1. Make sure that you have a working internet connection.
2. Select the **Settings** icon.
3. Tap **Cloud and Accounts** → **Add Account** → **Microsoft Exchange ActiveSync**.
4. Enter your work email address (e.g. *jane.doe@vch.ca*) and network password.
5. Select **Manual Setup**.
6. At the top of the screen, in the Domain\Username field, erase your email address, which will show up automatically.
7. Under Domain\Username:
  - VCH/PHC users: Enter VCH\username, INFOSYS\username, or VRHB\username (e.g. *VCH\jdoe*).
  - PHSA users: Enter PHSABC\username (e.g. *PHSABC\jane.doe*).
8. For Server, enter **outlookanywhere.hssbc.ca**
9. Select **Sign In**. Select **OK** for the security message. Select **Activate** at the bottom.
10. Open your **Mail** app to view your email.

For assistance, please contact the Service Desk:

PHSA	604-675-4299		1-888-675-4299		<a href="mailto:servicedesk@phsa.ca">servicedesk@phsa.ca</a>
VCH	604-875-4334		1-888-875-4334		<a href="mailto:servicedesk@vch.ca">servicedesk@vch.ca</a>
PHC	604-806-9333		<a href="mailto:servicedesk@vch.ca">servicedesk@vch.ca</a>		