

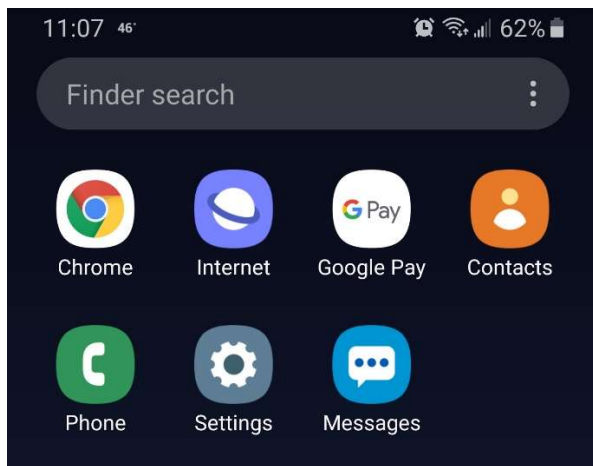
**After your email account has been converted to the cloud, you can access your email online by using this link.**

**<http://email.co.cumberland.nj.us>**

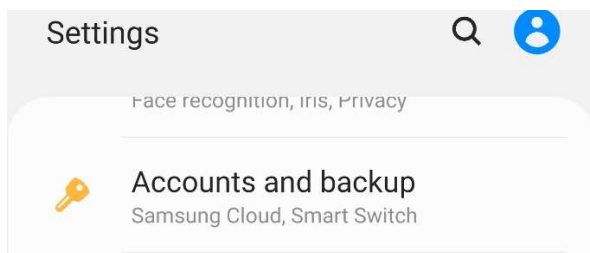
**If your email no longer works on your county phone, you must remove the account, then re-add it to the phone.**

**1) To remove your county email from your cell phone:**

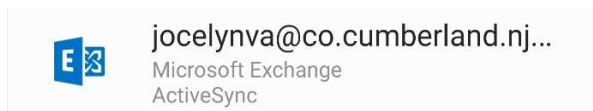
In Applications, select Settings



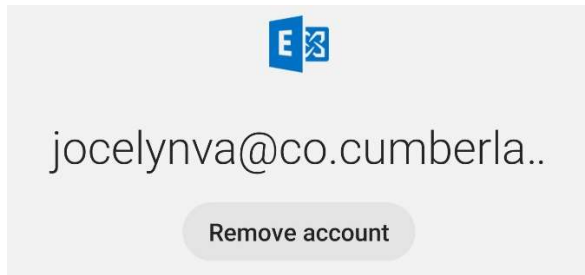
Scroll down and select Accounts and Backup



Select your county email account



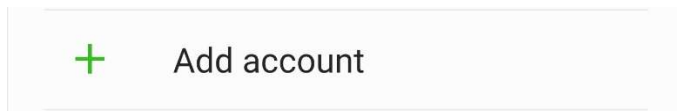
Select Remove



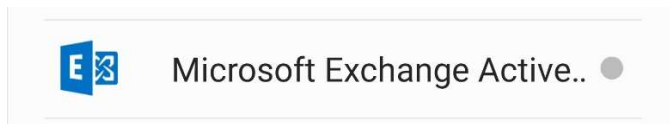
## 2) To add your count email back onto your cell phone

Go to Settings – Accounts and Backups

Select Add account



Select Microsoft Exchange ActiveSync



Enter your full email address and password. Your email password is the same as your network password.

At the bottom of your screen, select Sign In.

< Exchange ActiveSync

jocelynva@co.cumberland.nj.us

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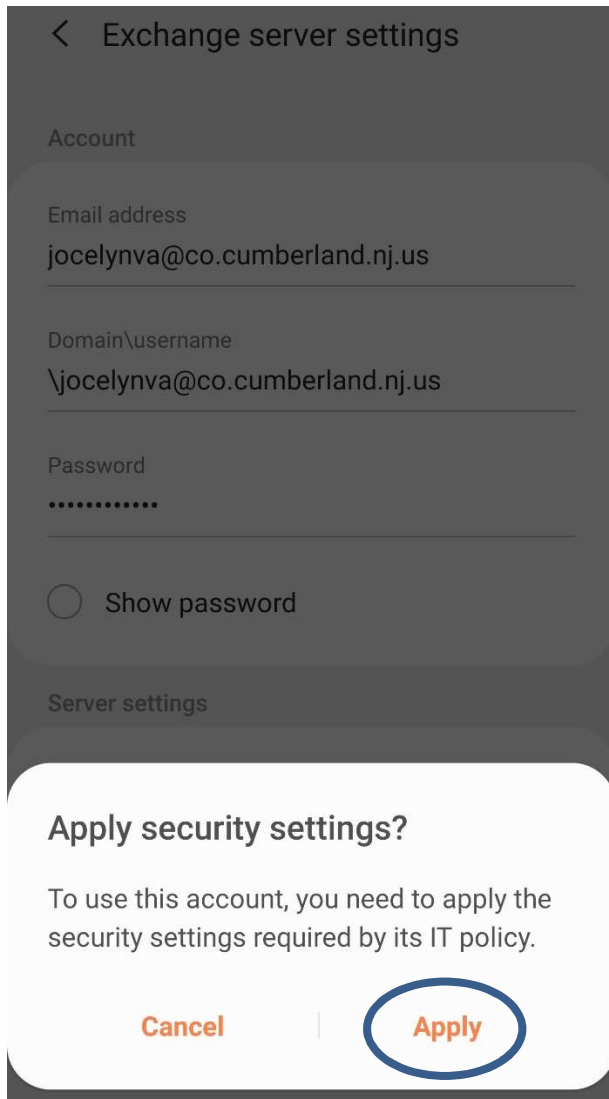
Show password

Set as default account

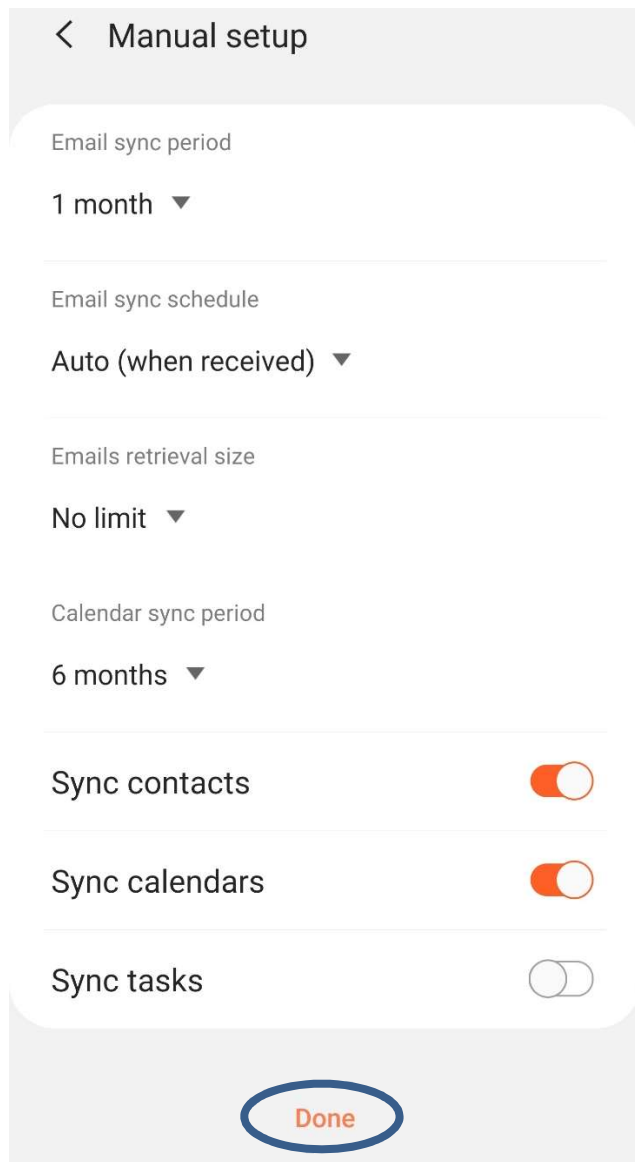
Manual setup      **Sign in**

The county email server settings should be auto-detected. The next screen will prompt you to apply the IT security settings.

You must select Apply.



At the next screen you can setup how long you want to sync your emails, the sync schedule and opt to sync contacts and calendar. Select Done to continue.



The next screen will prompt you to activate the device admin app. You MUST select Activate.

## Activate device admin app



### Email

Allow Email to remotely control security features on your phone?  
This will let Email do the following:

Activating this admin app will allow Email to perform the following actions:

- **Erase all data**  
Erase the phone's data without warning by performing a factory data reset.
- **Set password rules**  
Control the length and the characters allowed in screen lock passwords and PINs.
- **Monitor screen unlock attempts**  
Monitor the number of incorrect passwords typed. when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- **Lock the screen**  
Control how and when the screen locks.
- **Set screen lock password expiration**  
Change how frequently the screen lock password, PIN, or pattern must be changed.

Cancel

Activate

On the final screen you can name the account. Select Done to finish.

## Edit names

Your account has been set up. You can now change your account name and your name for outgoing email.

Account name (optional)

jocelynva@co.cumberland.nj.us

Done