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**To continue to receive emails on your DPH-issued mobile device after your email account has been migrated, the old work email profile will have to be deleted from your mobile device and a new profile that points to the “cloud” has to be added. The instructions to remove the old profile and add the new profile are below.**

**Removing the old legacy email profile off of a DPH-issued Android Samsung Galaxy 5 phone**

1. Go to “**Settings**” on your Android phone
2. Select “**Accounts**” from the “User and Backup” group.
3. Choose **Microsoft Exchange Active Sync.** You will see **your DPH email address.**
4. Click on “**your DPH email address**”, then at the top Right corner you will notice three square dots.
5. Click on the three square dots and you will see two choices: **Sync Now** and **Remove Account**.
6. Choose **Remove Account**.
7. You have now removed the old legacy email profile off of your DPH-issued Android phone.

**Setting up a new email profile for Microsoft Office 365 on your**

**DPH-issued Samsung Galaxy 5 phone**

1. Click on “**Add account**”
2. Choose “**Microsoft Exchange ActiveSync**”
3. In the Email Address field, enter **your DPH email address** ([first.last@dph.ga.gov](mailto:first.last@dph.ga.gov))
4. In the Password field, enter **your current DPH password. DO NOT CLICK “NEXT”**
5. Click on “**Manual Setup**”
6. In the Domain\Username field, enter your email address ([first.last@dph.ga.gov](mailto:first.last@dph.ga.gov))
7. In the Exchange Server field, enter **Outlook.Office365.com**
8. Make sure that **“Use secure connection (SSL)”**
9. Click on **NEXT.**
10. **Click OK to Activate**.
11. **Enter Account Options**
    1. **Period to Sync Email: All**
    2. **Sync schedule: Push**
    3. **Peak schedule: Push**
    4. **Emails retrieval size: 50K**
    5. **Period to sync Calendar: All calendar**
12. Click on **NEXT.**
13. On the Activate device administrator? Screen, click **Activate**
14. Click on **Done**
15. **Go back to the home screen and click on the email icon to force emails to populate the mailbox**