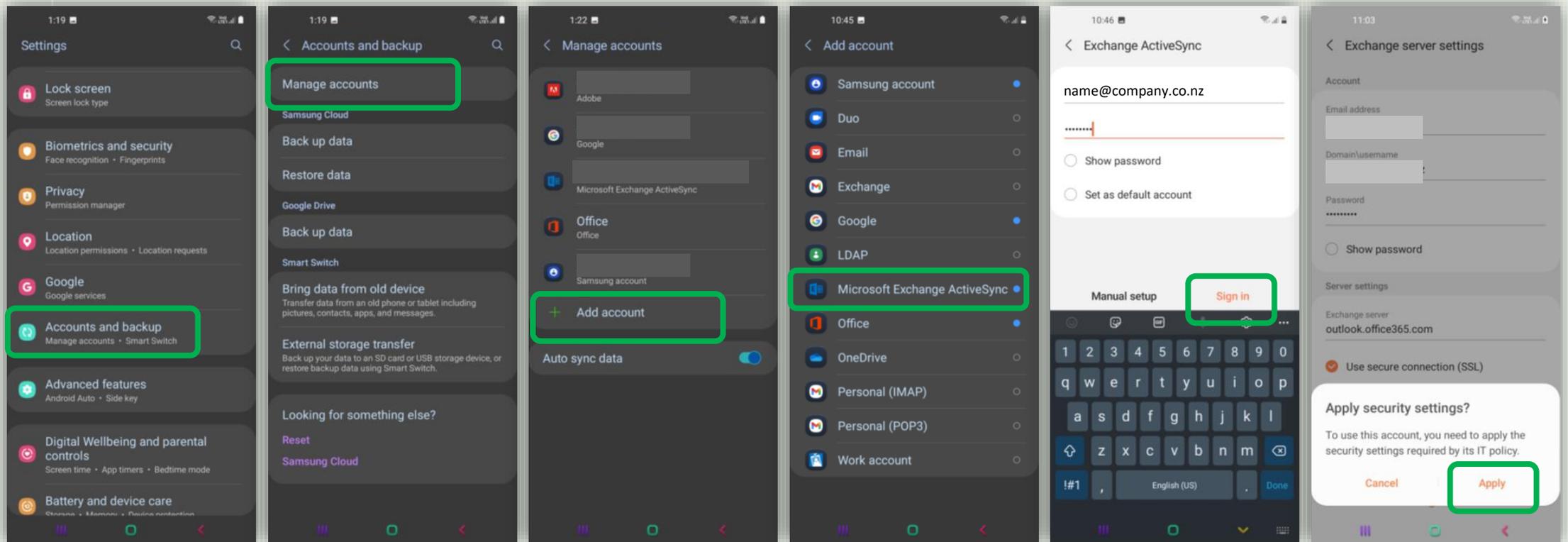# How to update your mail account on Android
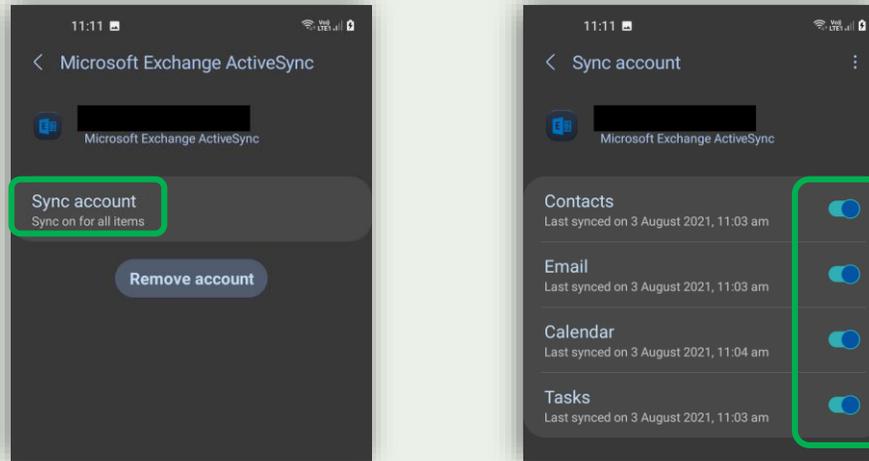
	Instruction
1.	Go To *Settings* > *Accounts and Backup* > *Manage Accounts* > Click on your Exchange account email address > Select 'Remove Account' You will receive a confirmation prompt – select 'Remove account' again.
2.	Go To *Settings* > *Accounts and Backup* > Manage *Accounts* > *Add Account (See Step 7 for alternative Android device steps):*
3.	Select *Microsoft Exchange Activesync* account
4.	Enter your new email password that was provided by email > Select *Sign In*

	Instruction
5.	After selecting 'Sign In', when prompted to 'Apply Security Settings?', select 'Apply'.
6.	You can set up which mailbox features you'd like to sync by selecting Settings > Accounts and backup > Manage Accounts > select your work email account > Sync account > Toggle on/off the features you would like (Contacts, Calendar etc.):
7.	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*
8.	If you have any questions, or require any assistance, please contact the Helpdesk on 0800 323 484 – or email support@zoomcloud.co.nz