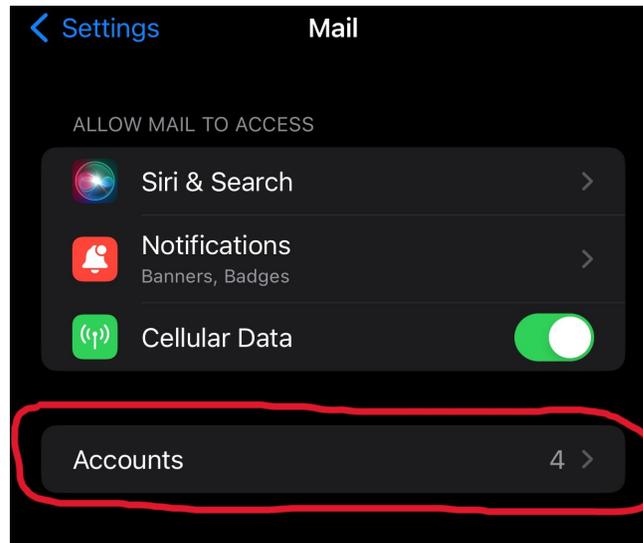


Adding your Georgia Court of Appeals Email account to your mobile device

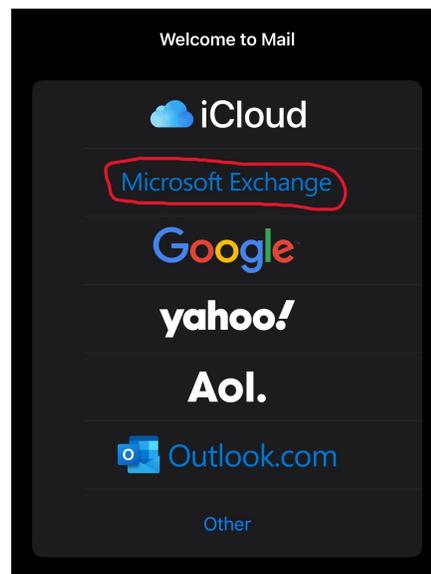


Apple iOS Device:

Go to the Settings, scroll down to the Mail app, select Mail. Under the Mail app settings, tap Accounts (See pic below for more info).

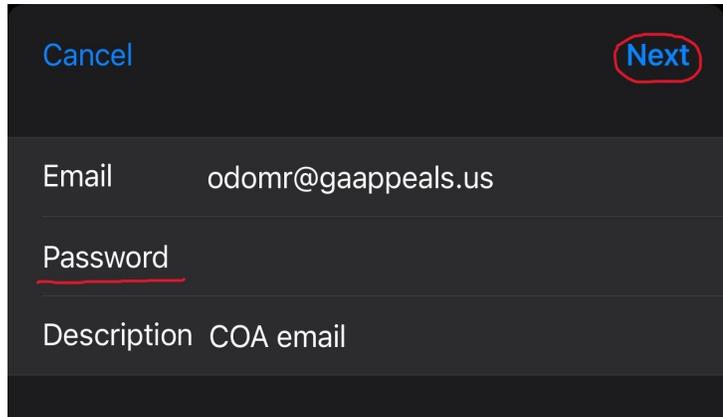
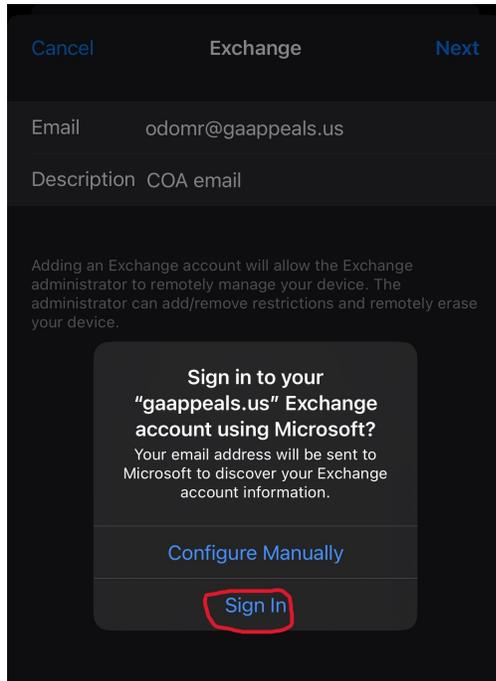


After selecting account, the next screen will display the list of email accounts that have already been added to the Mail app. Select “Add Account”, then select the email provider. For this instance, the email provider will be Microsoft Exchange.

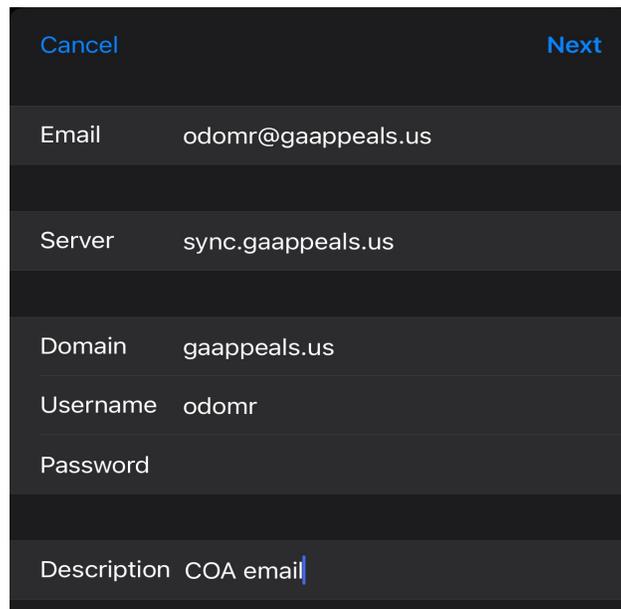


After selecting Microsoft Exchange, the phone will proceed to the next screen to enter information about the email account to be added. Enter the email address and a description for the email account to be added. For the description you can put “COA email”, “Work email”, or whatever works for you to describe the email account, click Next when done.

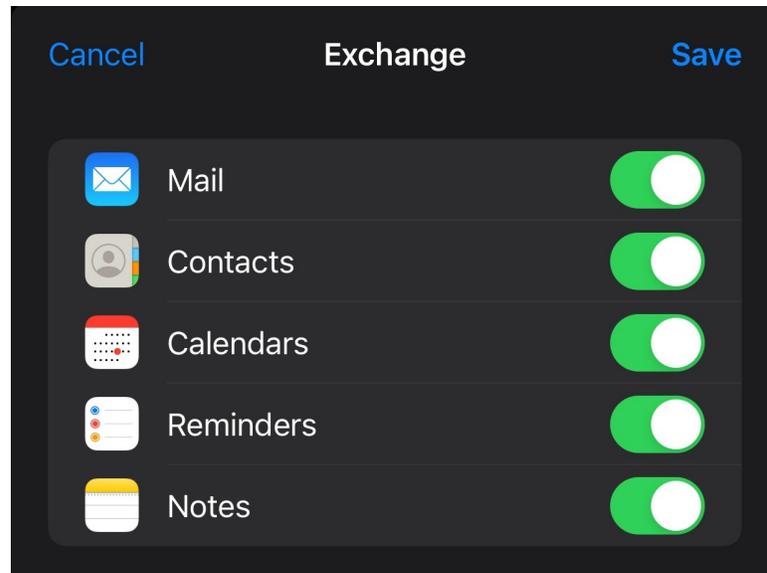
After clicking Next, your mobile device should receive a pop-up notification requesting you Sign into your gaappeals.us account. Tap Sign In, enter your password, then tap the Next icon (See pics below).



On the next screen, you'll need to enter some additional information about the email account being added, like the server and domain (See pic below). The Server is **sync.gaappeals.us** and the domain is **gaappeals.us**. Click Next.



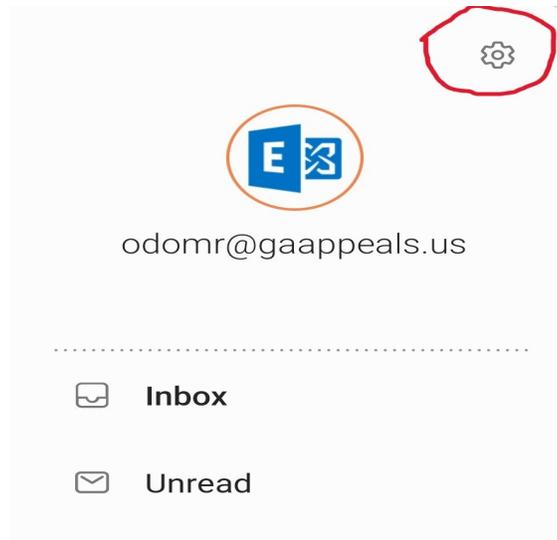
Once your mobile device has successfully verified the email account information from the previous step, the next screen should look like below. On this screen we enable or disable the apps your COA email account has access to. For example, we enable the Calendar app because we want appointments made in our COA email account to appear on the mobile device's calendar. You can leave everything enabled like the pic below. Click Save. You've successfully added your COA email account to your Apple iOS email app. Please allow some time for all your emails to sync, but you should start receiving emails on your phone almost immediately.



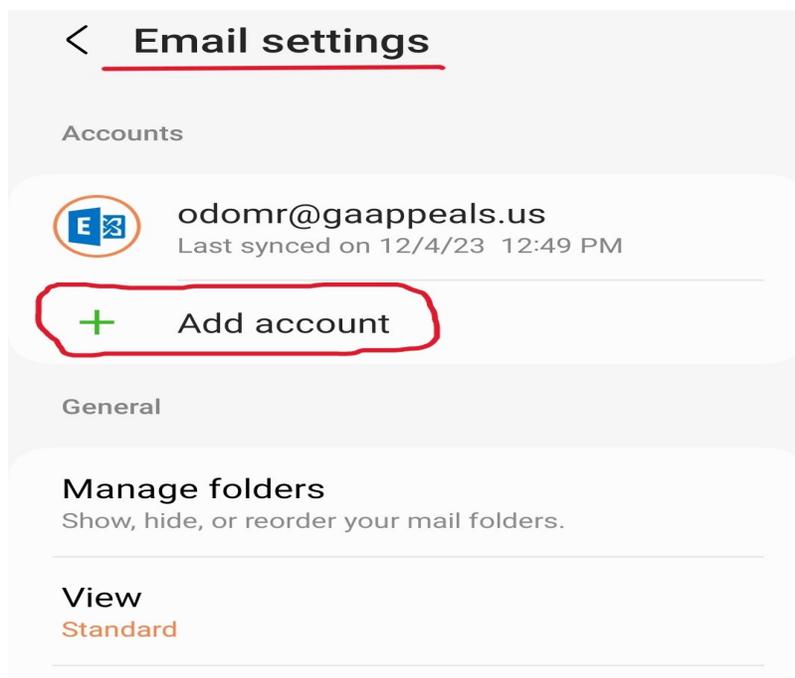
Android Device:

Launch the Mail app on your android device. On Android devices there are multiple different email apps. The most popular are Mail, Gmail, Nine, and many others. The screenshots included in this guide are from the Mail app, however, the account info is the same regardless of the email app being used.

Launch the email app, then go to the Settings



Under the settings for the Email app, select add an account



Enter the username and password for the email account being added, then click Sign in.

< Set up account

Odomr@gaappeals.us

.....

Show password

Manual setup **Sign in**

Next, you should receive a notification stating that the app “Couldn’t verify account”. This is expected, as the app needs additional information about the email account. Click OK. Next, edit the Exchange Server field. The exchange server should be **sync.gaappeals.us** (See pic below). Click Next to verify the account info.

< Exchange server settings

Account

Email address
Odomr@gaappeals.us

Domain\username
\Odomr@gaappeals.us

Password
.....

Show password

Server settings

Exchange server
gaappeals.us

Couldn't verify account
Incorrect server address entered or server requires a protocol version not supported by Email.

OK

< Exchange server settings

Account

Email address
Odomr@gaappeals.us

Domain\username
\Odomr@gaappeals.us

Password
.....

Show password

Server settings

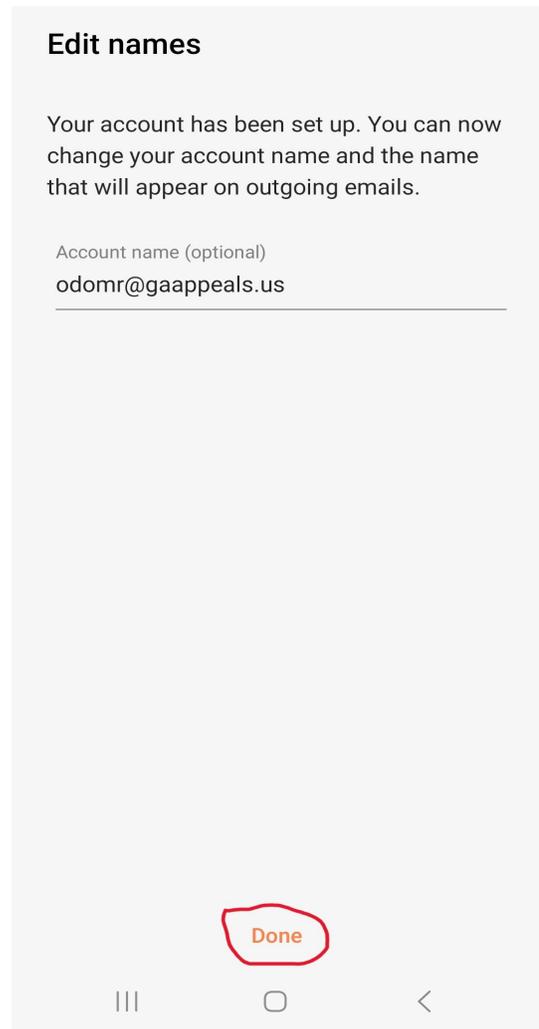
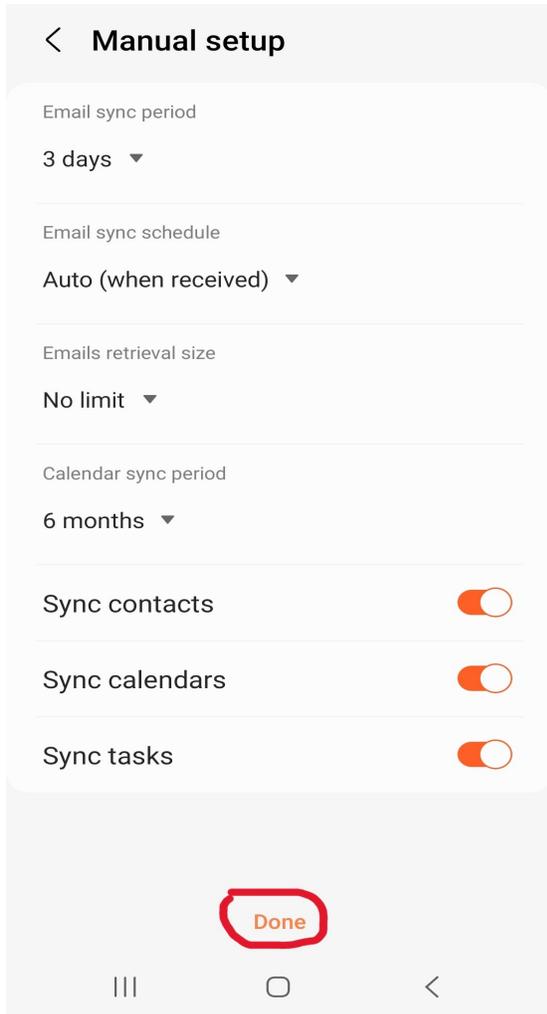
Exchange server
sync.gaappeals.us

Port
443

Use secure connection (SSL)

Next

If the email app was able to successfully verify the email account info, you will proceed to the next screen (See pic below, left). If not, review the account info for accuracy (ie. password, email address, domain, etc). Tap Done to proceed to the last and final screen (screenshot below, right). The final screen states that the account has been set up, and offers the option to give the account a nick name like 'work email' or COA email, etc.



Congratulations!!!! You've successfully added your Georgia Court of Appeals email account to your mobile device.

If you need further assistance or have additional questions please do not hesitate to contact IT at it@gaappeals.us OR on the IT help line (404)657-5423.