

Short version (for the tech savvy)

Username/E-mail:	Your KEA Mail address	fx makd@kea.dk
Password:	Your password	fx K0r74X
Account type:	Exchange/Outlook/ActiveSync	
Domain:	KEA	(few devices ask for this)

Note: We do not support POP/IMAP

Long version (for us, that need more help)

iOS (iPhone & iPad, based on iOS 7)

1. Go to *Settings*
2. Choose *E-mail, contacts, calendars*
 - a. If you have an old account DELETE it
3. Choose *Add account*
4. Choose *Exchange*
5. Enter your KEA Mail info
6. Choose *Next*
7. Choose *Finish*

Android (based on HTC Desire X)

1. Go to the menu (loads of squares in the bottom of the screen)
2. Choose *Settings*
3. Choose *Accounts and synch.*
4. Choose *Add*
5. Choose *Exchange ActiveSync*
6. Enter your KEA Mail info
7. Choose *Next*
8. Choose *Next*
9. Choose *Finish*

Windows Phone

1. Swipe to the right
2. Choose *Settings*
3. Choose *mail + account*
4. Choose *add account*
5. Choose *Outlook*
6. Enter your KEA Mail info
7. Choose *log on*