Steps to reset Cal State LA Exchange Account on Android phones

1. Access the native mail client application on your Android phone.

2. Tap on the menu icon next to Inbox.
3. Tap on the Settings gear icon on the top right of your profile.

4. Tap on your account name/email to open account settings.
5. Tap on the “Remove” button on the top right corner. A pop-up should appear to confirm the removal of the account. Tap on the pop-up’s “Remove” button.

6. You should now be redirected to the Set Up Email page. Start setting up your Cal State LA email by clicking on the Microsoft Office 365 icon.
7. Enter in your Cal State LA email in the field.

8. It will then redirect you to the Cal State LA login. Enter your password to your Cal State LA email in the given field.
9. Tap “Apply” to the “Apply security settings?” pop-up.

10. You will be redirected to Manual setup settings. Once you’ve configured the settings to your liking, tap “Done”.
11. Tap “Activate” on the next page to complete setup.

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.

- **Set storage encryption**
  Require that stored app data be encrypted.

- **Disable cameras**
  Prevent use of all device cameras.
12. (Optional) Edit the name of the account and tap “Done” when finished.

13. You should now have access to your email again.