Configure Android Phones for Exchange Email

Depending on the phone you have, and the programs you have for the email, the settings may be different than those given. Please review the following guides and links, until you find one that is similar to your own set up, and then use those instructions. If you are stuck and need help, drop by our office for support.

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General Info: Account information terms and what our values are for them.

Email: *youremail* @ *department*.umass.edu (example, ours is afssupport@admin.umass.edu)

Domain: Either campus or adminfin (sometimes the full path is needed; i.e. campus.ads.umass.edu or adminfin.ads.umass.edu). Most users reside on the campus domain.

DOMAIN\username: campus\*youruser* or adminfin\*youruser* (sometimes full path of campus.ads.umass.edu\*youruser* or adminfin.ads.umass.edu\*youruser* is needed)

User or Username: *youruser* (sometimes full path of campus.ads.umass.edu\*youruser* or adminfin.ads.umass.edu\*youruser* is needed)

Server: exchange.umass.edu

SSL: On

User Secure Connection: On

Accept all SSL certificates: No\Off

Password: The password is your AD user password, same as the one to log into the computer with.
Method 1:

1. From the Applications Menu, touch Email

2. Type in the email address you would like to be displayed in outgoing mail, and the password. Check the box only if you want this to be your default email account. Touch Next.

3. Touch Exchange Account

4. Enter the information provided on the first page of the documentation, and press Next.
5. If everything is correct the following screen will appear allowing you to customize your account settings. Fill it out as desired and Next.

6. Finally, you will be asked to name this account, and enter the name that will be displayed on outgoing messages. Touch Done when complete.
Method 2:

1. Select **Menu**.

2. Select **Accounts**.

3. Select **Menu**.

4. Select **Add account**.

5. Enter the exchange email address and password then select **Next**.

7. Enter the exchange server settings in the appropriate fields.

8. If desired, ensure Use secure connection (SSL), but do not accept all SSL certificates. Then click Next.

9. Select the Email checking frequency dropdown. The complete all other settings on this screen.
10. Enter an account name and outgoing message name then select **Done**.
Method 3:

Open Applications tray, select My Accounts
Select Add Account
You will be at the Set-Up accounts menu with several other social network icons.

Tap on Corporate Sync:

You will need the below information to setup an Exchange Account on your phone. The values are on the first page:

Enter: Domain name\user name
Enter Password
Use secure server should be checked.
Enter Email address
Enter Exchange Server Address

Tap on Next to submit settings. Handset will check with server and verify if successful. If screen turns black (based on your display timeout setting), just tap the power button or Back hard key.
The following is how to edit the settings for the account:

Touch **Calendar** to enable (Checked) or disable (Unchecked) synching calendar from this account

Touch **Contacts** to enable (Checked) or disable (Unchecked) synching contacts from this account

Click on arrow underneath "**Sync messages for**" to select how far back you will pull / sync messages from your corporate exchange account. (1 day, 3 days, 1 week, 2 weeks, 1 month) - *keep in mind if you have messages older than this setting, those email messages will not sync over*

Select **Remove account** to remove this Corporate Exchange account from the device.
Sources:

http://support.verizonwireless.com/clc/devices/knowledge_base.html?id=26594

https://motorola-global-portal.custhelp.com/app/answers/detail/a_id/48587/~droid-x---email-set-up

https://motorola-global-portal.custhelp.com/app/answers/detail/a_id/67796/~how-can-i-setup-my-email-account-on-my-droid-3%3F