



# 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](mailto: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

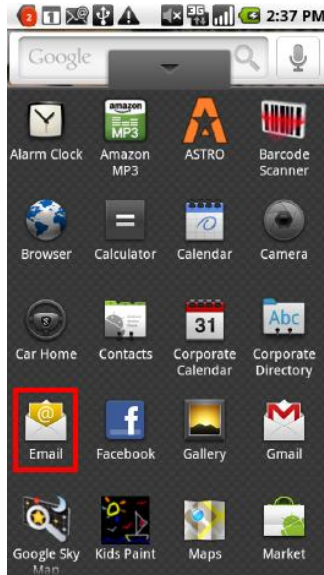
**Accept all SSL certificates:** No\Off

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

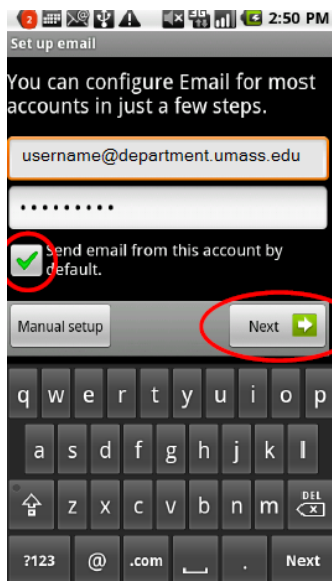


## Method 1:

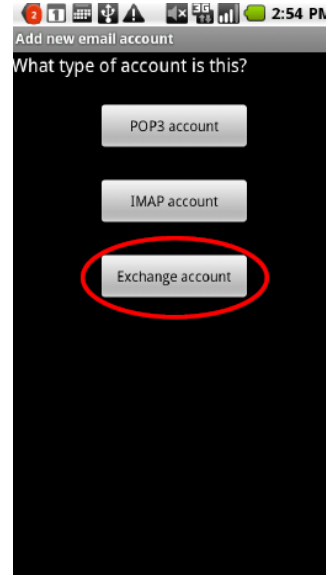
1. From the Applications Menu, touch **Email**



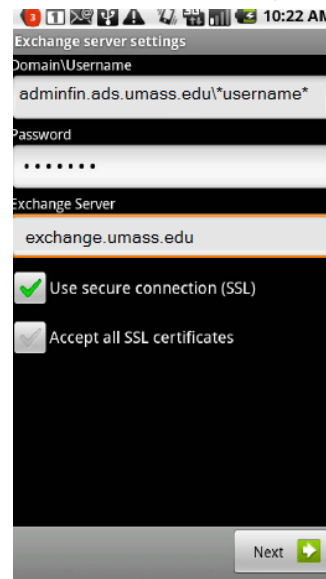
2. Type in the email address you would like to be displayed in outgoing mail, and the password. Check the box only if you want this to be your default email account. Touch **Next**.



3. Touch **Exchange Account**

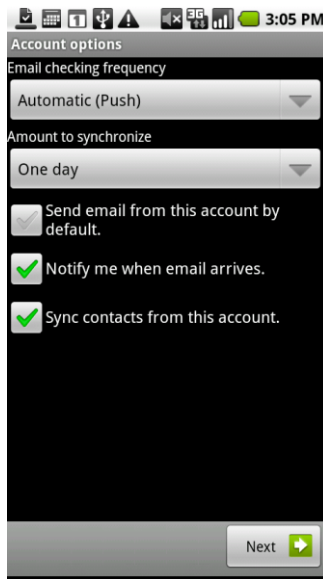


4. Enter the information provided on the first page of the documentation, and press **Next**.

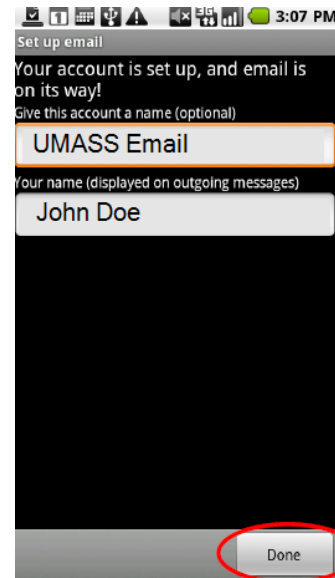




5. If everything is correct the following screen will appear allowing you to customize your account settings. Fill it out as desired and **Next**.



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.



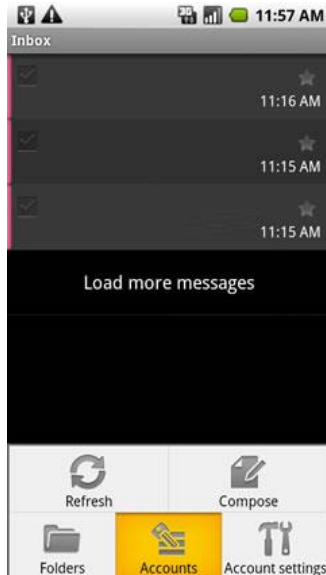


## Method 2:

1. Select **Menu**.



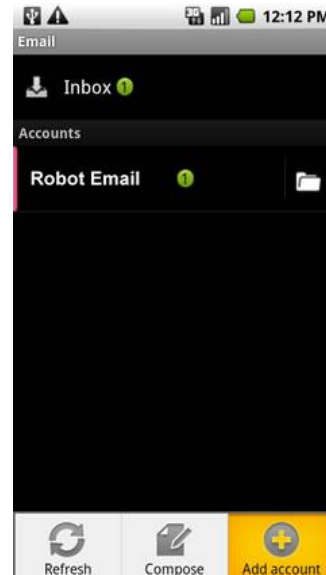
2. Select **Accounts**.



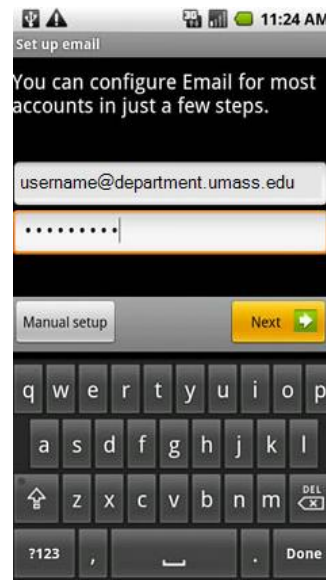
3. Select **Menu**.



4. Select **Add account**.

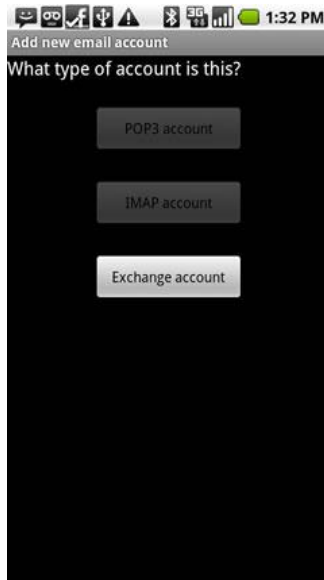


5. Enter the exchange email address and password then select **Next**.

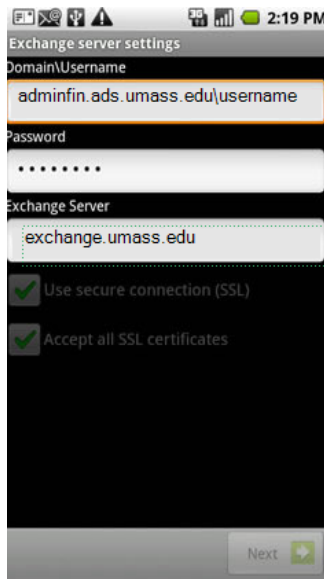




6. Select **Exchange account**.



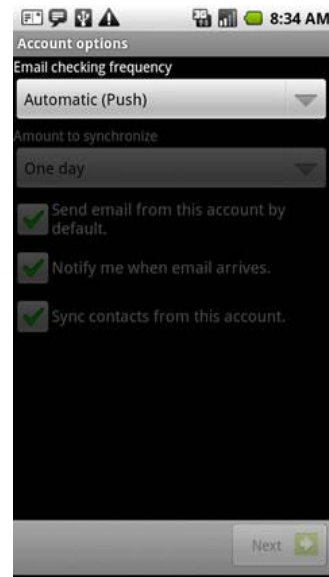
7. Enter the exchange server settings in the appropriate fields.



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**.

Set up email

Your account is set up, and email is on its way!

Give this account a name (optional)

My exchange email

Your name (displayed on outgoing messages)

HAL 9000

Done



### Method 3:

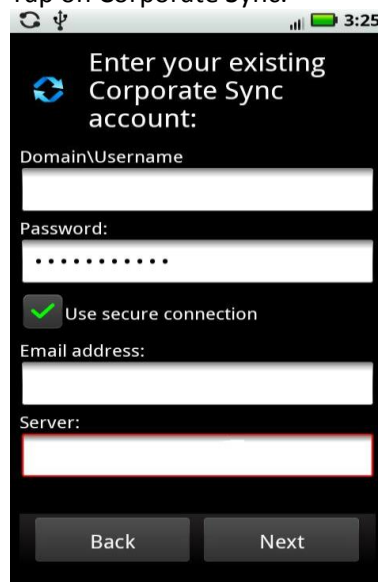


Open Applications tray, select **My Accounts**

Select **Add Account**

You will be at the **Set-Up accounts** menu with several other social network icons.

Tap on Corporate Sync:

A screenshot of a mobile phone screen showing the "Corporate Sync" setup interface. The screen has a black background with white text. At the top, it says "Enter your existing Corporate Sync account:". Below this are four input fields: "Domain\Username", "Password:", "Email address:", and "Server:". The "Password:" field has a series of dots for masking. There is a checkbox labeled "Use secure connection" which is checked with a green checkmark. At the bottom, there are two buttons: "Back" and "Next". The status bar at the top shows a signal strength icon, a battery icon, and the time "3:25".

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.

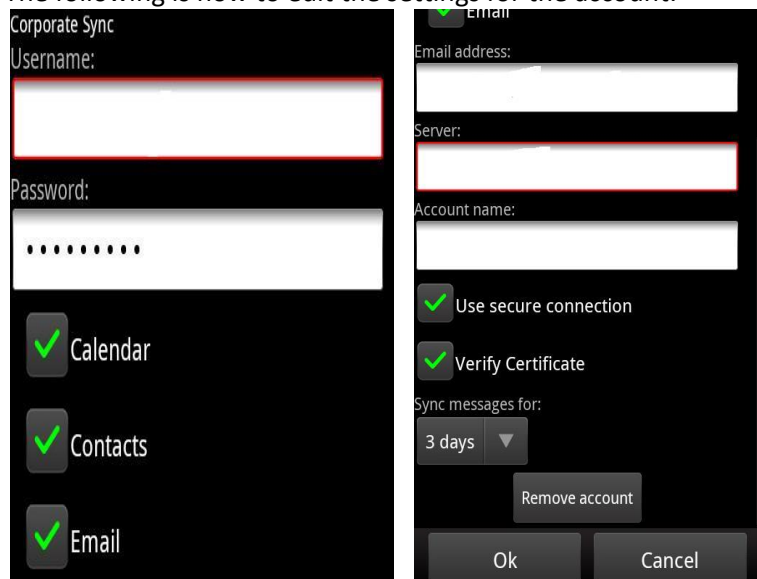
Enter Email address

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) syncing calendar from this account

Touch **Contacts** to enable (Checked) or disable (Unchecked) syncing 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://www.motorola.com/staticfiles/Support/Experiences/Android\\_Support/\\_Images/Static\\_files/Microsoft-Exchange-Email.pdf](http://www.motorola.com/staticfiles/Support/Experiences/Android_Support/_Images/Static_files/Microsoft-Exchange-Email.pdf)

[http://support.verizonwireless.com/clc/devices/knowledge\\_base.html?id=26594](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/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%E](https://motorola-global-portal.custhelp.com/app/answers/detail/a_id/67796/~/_how-can-i-setup-my-email-account-on-my-droid-3%E)