

# E11a Helpsheet

## How to add an Exchange account to an Android device

### Introduction

This article explains how to quickly create an Exchange ActiveSync account on your Android device.

#### **NOTE FOR STAFF, PGR's AND VISITORS:**

Please note that once you have finished setting up your email account on your mobile device you may be asked to setup a 6 digit passcode to protect the data. Before proceeding any further please see the Mobile Device Security Homepage on the UEA Portal for further important information.

**\*\*! Failure to read this important information could result in loss of data on your device! \*\***

1. To add an Exchange account to your Android device, tap **Settings > Accounts & sync> Add Account > Microsoft Exchange** (version 2.2 or higher) or **Corporate** (version 2.1)
2. On the next screen, enter your complete email address, domain, username, password, and a description (which may be anything you like). Ask the IT helpdesk if you are unsure of the domain. If you are unable to view your folder list, or are unable to send or receive email, leave the domain field blank. The screen shown may be different from the below image depending on the version of Android you are using. (figure 1)

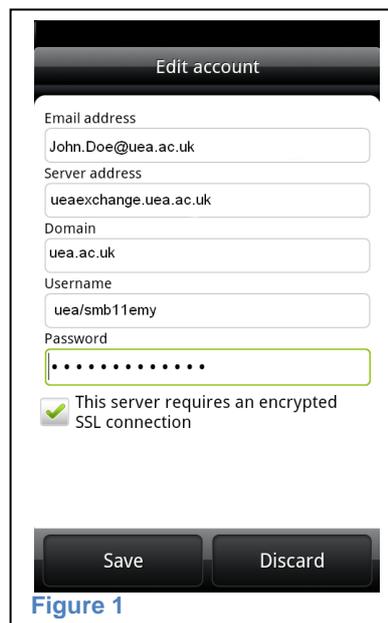


Figure 1

3. Your Android device will now try to locate your Exchange Server using Microsoft's Autodiscovery service. After successfully making a connection to the Exchange Server, you may be prompted to change your device passcode (staff only) to match UEA policies set on the Exchange server.
4. Choose which type or types of data you would like to synchronize: Mail, Contacts, and Calendars. Note that by default, only three days' worth of email is synchronized. To synchronize more, go into Settings, then Mail, Contacts, Calendars, select your Exchange account, and tap on Mail days to sync. (figure 2)

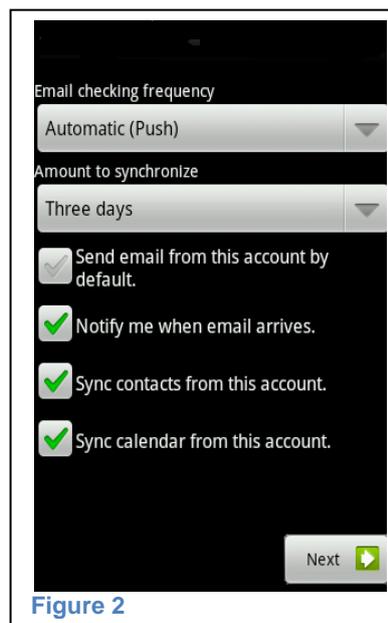


Figure 2

