



Exchange – Android Configuration

Overview

Android devices use ActiveSync to interact with System Administration's Exchange service. With Exchange configured, you will be able to view the account's mailbox, contacts and calendars.

Minimum requirement: Android OS 2.x or higher.

This tutorial is operating system independent.

Quick Start

If you already know how to configure Android, use the specifications below to configure for System Administration's Exchange service.

- Host: mail.cu.edu
 - SSL Enabled
 - Domain: ADCUSYSEDU
- User name: your AD login name
- Password: your AD password
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*Note: Due to the wide variety of Android smartphones, the way of connecting to Exchange may vary. The information in this documentation represents a common way to sync accounts by entering **ADCUSYSEDU\username** in the Domain\Username field. Different phones may be setup in a different fashion. Listed below are a few other ways that your phone information may need to be entered:

- Enter **ADCUSYSEDU\username** in the Domain\Username field.
- Enter **ADCUSYSEDU/username** in the Domain/Username field.
- If the phone prompts for a domain the domain is ADCUSYSEDU. Then enter your username or e-mail address when prompted.

Step 1

Tap **Settings**.

Step 2

Under the *Accounts* heading, tap + **Add account...**

Step 3

Tap **Microsoft Exchange ActiveSync**.

Step 4

Enter the following information:

- **E-mail address** (ex. first.last@cu.edu)
- **ADCUSYSEDU account password**

Step 5

Tap the **Manual Setup** button.

Step 6

In the Domain\username field enter **ADCUSYSEDU\username** (ex. ADCUSYSEDU\cuhelp)

***Note:** Some phones separate the domain and username fields, so if you are having trouble logging in try entering your username without **ADCUSYSEDU** in front of the user name.

Step 7

Type **mail.cu.edu** in the Exchange server field.

Step 8

Tap **Next**.

***Note:** A security note may appear, tap **OK** if this is the case.

Step 9

Set your desired *Account Options*, then tap **Next**.

***Note:** An Account Administration screen may appear. You must tap *Activate* in order to use your account.

Step 10

Give your account a name, then tap **Done**.

Your account will now be ready to use.