# Set up Exchange Email on Android Devices (via ActiveSync)

Use the instructions below to set up Exchange email on your Android device. Depending on your specific device, device manufacturer, or carrier, not all steps may apply to you and screens may vary. These steps apply to devices running Android 2.2 or above. ActiveSync is a mobile data synchronization protocol that synchronizes data between your device and CU - System's Exchange server.

* **Step 1:**Make sure your device is connected to a data network via cell phone service or other wireless connection type.
* **Step 2:**On your device, go to **Menu > Settings**.
* **Step 3:**At the bottom of the *Settings* screen, tap **Accounts and sync**.
* **Step 4:**At the bottom of the *Accounts and sync* screen, tap **Add account**. Please Note: You may also update your current account rather than creating a new one.
* **Step 5:**On the *Add account* screen, tap **Microsoft Exchange ActiveSync**.
* **Step 6:**On the setup screens, enter the information below. Tap **Next** to move to the next screen.

|  |  |  |
| --- | --- | --- |
| Field | Enter | Notes |
| *Email* | **You@cu.edu** | Where **you** is typically your firstname.lastname, followed [by**@cu.edu**](mailto:by@ads.umass.edu). |
| *Password* | **IT Active Directory/Exchange password** | This is the same as your IT Account Password. |
| *Domain\User name* | **domain name\username** | Where **domain name** is the domain you log into your computer (**AD**), followed by your **username**. |
| *Use secure connection (SSL)* | check-android or **SSL** | Check to enable **Use secure connection (SSL)** or for*Security Type*, choose **SSL**. |
| *Exchange server* | **Exchange.cu.edu** |  |
| *Accept all SSL certificates* | error-check | Please leave **Accept all SSL certificates** blank if presented with this option. |

Your device will attempt to locate the Exchange server. In the *Remote security administration* window, tap **OK**. On the following screens, you can configure several optional settings. Tap **Next** to move to the final screen and complete the configuration process.

|  |  |  |
| --- | --- | --- |
| Area | Action | Notes |
| *Email checking frequency* | **Push (Automatic)**or **Every x minutes** | If using Automatic or Push, email will be delivered to your device as it comes to your Exchange account and will use more battery power. Choosing an option like Every 15 minutes will help preserve battery. You can choose to have your email delivered in real time during Peak schedule (e.g., business hours( and every x minutes during Off-peak schedule. |
| *Period to synch email, calendar* | E.g., **2 weeks** | Specify how many past weeks’ worth of email to be automatically delivered to your device. You can also choose to synch your calendar, contacts, and reminders. |
| *Email retrieval size* | E.g., **50K** | Indicate the maximum email size that will automatically be delivered to your device without having to download the message. |

# Set up Exchange Email on iPhones & iPads (ActiveSync)

Use the instructions below to set up Exchange email on your iOS device. ActiveSync is a mobile data synchronization protocol that synchronizes data between your device and CU - System's Exchange server.

* **Step 1:**Make sure your device is connected to a data network via cell phone service or other wireless connection type.
* **Step 2:**On your device, go to **Settings (Gears)**.
* **Step 3:**In the S*ettings* screen, tap **Mail, Contacts, Calendars**.
* **Step 4:**At the bottom of the *Accounts* section, tap **Add account**. Please Note: You may also update your current account rather than creating a new one.
* **Step 5:**On the *Add account* screen, tap **Exchange**.
* **Step 6:**On the setup screens, enter the information below. Tap **Next** to move to the next screen.

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| --- | --- | --- |
| Field | Enter | Notes |
| *Email* | **You@cu.edu** | Where **you** is typically your firstname.lastname, followed [by**@cu.edu**](mailto:by@ads.umass.edu). |
| *Password* | **IT Active Directory/Exchange password** | This is the same as your IT Account Password. |
| *Description* | **CU System** | This can be named anything convenient for you to remember and will be shown as the name of your inbox when viewed on your phone. |

Click Next.

Your device will attempt to locate the Exchange server and will display verifying.

On the next screen which will prompt for more details enter this information.

|  |  |  |
| --- | --- | --- |
| *Server* | Exchange.cu.edu |  |
| *Domain* | **Ad.cu.edu** |  |
| *Username* | Your username used to log into your computer |  |

Click Next.

Your device will show verifying and if all is well a series of check marks.

You can select which kinds of data you would like sync’d to your phone (Mail, Contacts, Calendars, Reminders and Notes).

Select Save.

Your device will show adding account and will return to the Mail, Contacts, Calendars screen.

# Set up Exchange Email on Outlook for Mac (2011/2014)

Use the instructions below to set up Exchange email on your Macbook or Macbook pro.

Configure Apple Script for AutoDiscover

* **Step 1:**Command + Space
* **Step 2:**Type Apple and select Apple Script
* **Step 3:**Enter the following three lines in the Apple Script window (replace <description> with the Description name you gave your email account as shows in the table below. You can open Outlook and see the description name at the top of the folder window just under **Inbox**)

tell application “Microsoft Outlook

set background autodiscover of exchange account “<description>” to false

end tell

* **Step 4:**Click Run

**If this runs successfully you should not see any messages returned**

Configure Exchange account

* **Step 1:**Make sure your device is connected to a data network with access to the internet via wireless connection or physical Ethernet.
* **Step 2:** Open Outlook for Mac 2011. On the **Tools** menu, click **Accounts**
* **Step 3:**On the **Authentication** section, change your username to AD\<username>
* **Step 4:**Re-enter your password
* **Step 5:**Click the **Advanced** button
* **Step 6:**Type **https://exchange.cu.edu/EWS/Exchange.asmx** in the Incoming Server section
* **Step 7:**Check the **Use SSL to connect** box (if it isn’t)
* **Step 8:**Clear the server name listed in the Directory Service section
* **Step 9:**Click OK

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| --- | --- | --- |
| Field | Enter | Notes |
| *Email* | **You@cu.edu** | Where **you** is typically your firstname.lastname, followed [by**@cu.edu**](mailto:by@ads.umass.edu). |
| *Description* | **CU System** | This name is required to be entered into a later script. |
| *Username* | **AD\<username>** | Where <username> is the name you use to log into you computer. |
| *Password* | **IT Active Directory/Exchange password** | This is the same as your IT Account Password. |
| *Incoming Server* | **https://Exchange.cu.edu/EWS/Exchange.asmx** | This is the path to the exchange server agent for Outlook through the Internet |