



Exchange 2013 – Android Configuration Steps

Overview

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

Minimum requirement: Android OS 2.x or higher

This tutorial has been generalized as there are many flavors of the Android operating system.

Quick Start

If you are already familiar with setting up a mailbox on your mobile device, you may refer to the settings below in order to configure your Exchange 2013 mailbox:

- Host / Server: **exchange.cu.edu**
 - SSL Enabled
 - Accept all SSL certificates
 - Domain: **AD.CU.EDU**
- User name: your network login name
- Password: your network password

***Note:** Due to the wide variety of Android mobile operating systems and email apps, the method for configuring your Exchange mailbox may vary. The information in this documentation represents a common way to sync your account – please be aware that different phones may be set up in a different fashion. Listed below are a few other ways that your Exchange account information may need to be entered:

- Enter **AD.CU.EDU\username** for the 'Domain\Username' field format
- Enter **AD.CU.EDU/username** for the 'Domain/Username' field format
- If your mobile device prompts for a domain in another format, the domain is '**AD.CU.EDU' minus quotes**). You will then need to enter your either your network username or full email 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

- **Email address** (ex. First.last@cu.edu)
- Enter your **network account password**

Step 5

Tap the **Manual Setup** button.

Step 6

In the '**Domain\Username**' field enter **AD.CU.EDU\username** (ex. AD.CU.EDU\help)

Step 7

In the **Exchange Server** field, type **exchange.cu.edu**

Step 8

Tap **Next**.

***Note:** A Remote Security Administration window will appear - tap **OK** to accept.

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 / description, then tap **Done**.

Your account should now be ready to use.