






# Exchange ActiveSync® Email Setup

You will need the following information to set up Microsoft® Exchange ActiveSync:

- **Email Address**
- **Username**
- **Password**
- **Domain Name**
- **Server Address**

**Note:** The options and steps displayed below may vary based on the configuration of your Exchange server.

## Add ActiveSync Account

1. From the Home screen, touch **Menu**  > **Settings**  > **Accounts**  > **Add account**  
 > **Microsoft Exchange ActiveSync** .
2. Enter your **Email address** and **Password**. If this is not the first email account you are setting up on your device, you can mark **Send email from this account by default** to set this as the default

email account, and then touch **Next**.

Add an Exchange ActiveSync acc..

Configure Exchange account in a few steps.

tdenbow@cisd.org

.....

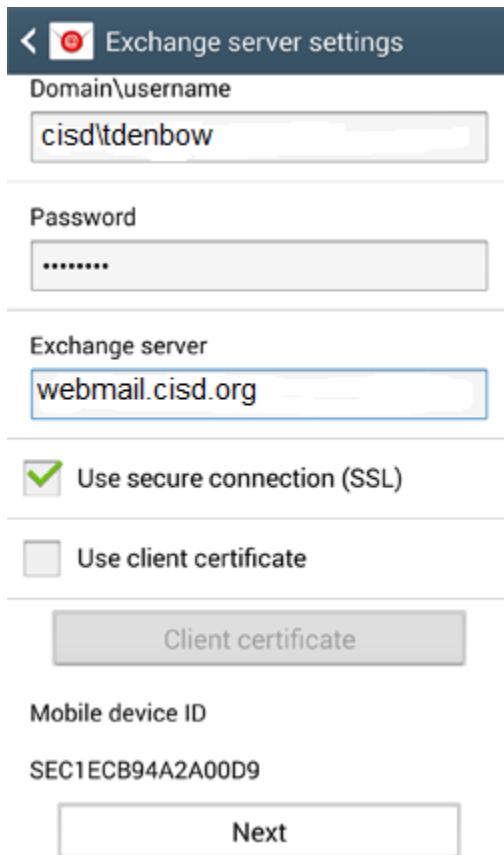
Show password

Send email from this account by default.

Manual setup Next

3. Your device will attempt to find the additional details needed to set up your account. If it is successful, you will skip to Step 5. If it cannot find the additional details needed, you will see the message **Setup could not finish**. Touch **Edit details** to enter the additional information manually.

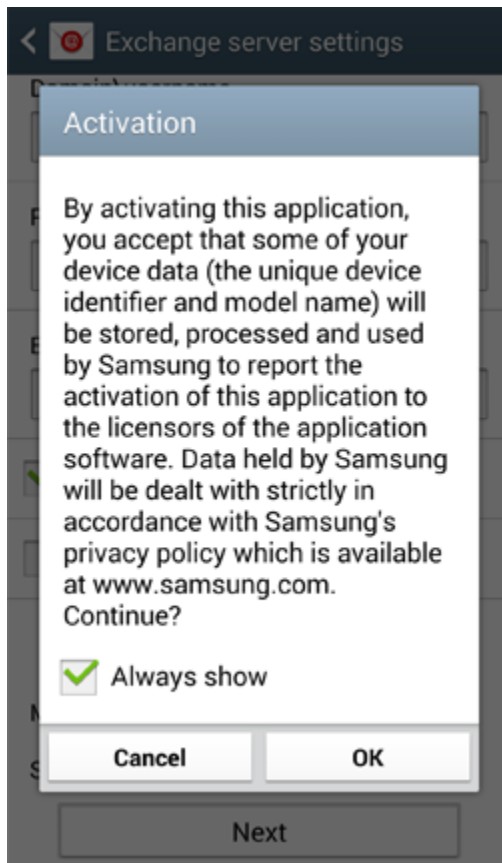
4. Verify the Exchange server settings are correct, and touch **Next**.



The screenshot shows the 'Exchange server settings' screen. At the top, there is a dark blue header with a back arrow, a red 'x' icon, and the text 'Exchange server settings'. Below the header, there are several sections separated by horizontal lines. The first section is 'Domain\username' with a text field containing 'cisd\tdenbow'. The second section is 'Password' with a text field containing seven dots. The third section is 'Exchange server' with a text field containing 'webmail.cisd.org'. Below this, there are two checkboxes: 'Use secure connection (SSL)' which is checked with a green checkmark, and 'Use client certificate' which is unchecked. Under the 'Use client certificate' checkbox is a greyed-out button labeled 'Client certificate'. The final section is 'Mobile device ID' with the text 'SEC1ECB94A2A00D9' and a 'Next' button at the bottom.

5. Review the **Activation** screen. Unmark the **Always show** option if you do not want to see this message again when setting up an ActiveSync account, and touch **OK**.

**Note:** This screen may not be displayed for all ActiveSync accounts.



6. The **Account options** screen lets you select the following ActiveSync options:
  - **Period to sync Email:** Choose the time period your device should keep in sync.
  - **Sync schedule:** Choose how often your device should connect to the Exchange server to get email during off-peak hours. Choose **Push** to have email delivered to your device as soon as it arrives on the server.
  - **Peak schedule:** Choose how often your device should connect to the Exchange server to get email during peak business hours. Choose **Push** to have email delivered to your device as soon as it arrives on the server.
  - **Emails retrieval size:** Set an email size limit. Your device will download only the headers for emails that exceed this limit. When you open the message, you will be able to download the entire message.
  - **Period to sync Calendar:** Choose the time period your device should keep in sync.

- **Send email from this account by default:** Mark this option to send all new email messages from this account by default.  
**Note:** Not displayed if this is the first email account you are adding to your device.
  - **Notify me when email arrives:** Mark this option to have your device notify you of new email messages.
  - **Sync Email:** Mark this option to synchronize your email to your device.
  - **Sync Contacts:** Mark this option to synchronize your contacts to your device.
  - **Sync Calendar:** Mark this option to synchronize your calendar to your device.
  - **Sync Task:** Mark this option to synchronize your tasks to your device.
  - **Automatically download attachments when connected to Wi-Fi®:** Mark this option to set your device to automatically download email attachments when you are connected to a Wi-Fi access point.
7. Scroll to the bottom and touch **Next**.

< Account options

Period to sync Calendar

Automatic

Send email from this account by default

Notify me when email arrives

Sync Email

Sync Contacts


Sync Calendar

Sync Task

Automatically download attachments when connected to Wi-Fi

Next

8. Enter a name for the account. This will help you easily identify this account if you add other email accounts to your device. Then touch **Done**.

 Set up email

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

Give this account a name (Optional)

Done