

C Exchange ActiveSync Android Configuration Guide

This document describes how to configure Android devices to connect to a MailEnable ActiveSync server.

1 Android 4.0.3

1.1 Add a New Account

1. Open the *Email* application.



- If you have never setup an account, you will be immediately prompted to do so. Proceed to the next section (1.2) to configure an ActiveSync account.
- 3. If you already have an account setup, press the <u>Menu</u> button, and select the *Settings* option.



4. Touch the *Add Account* button at the top right of the screen.



5. Proceed to the next section (1.2) to configure an ActiveSync account.

1.2 Configure an ActiveSync Account

6. Enter your email address and the password for your MailEnable email account.

Account setup
You can set up email for most accounts in just a few steps. user@example.com
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7. Touch the *Next* button.

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Manual setup Next	

8. Touch the *Exchange* button.



9. The device will attempt to retrieve your account information.



- 10. If the device was not able to retrieve your account information:
 - a. Enter your postoffice before the \ in the Domain\Username field (this is probably the part of your email address which is after the @ symbol, possibly without any suffixes).



- b. If the address of your MailEnable ActiveSync server is different to the domain portion of your email address (the part after the @ symbol), modify it in the *Server* field.
- c. Touch the *Next* button.



d. The device will connect to your server.



11. Touch the *Next* button.



12. Touch the Next button.user



13. You have completed account setup. Your device will begin synchronising your inbox.

