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.

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

| **Field** | **Enter** | **Notes** |
| --- | --- | --- |
| *Email* | [**username@ccm.edu**](mailto:username@ccm.edu) | Where **username** is your **first name initial follow by your last name (ex. jsmith)**, followed [by**@ccm.edu**](mailto:by@ccm.edu). |
| *Password* | **CCM email password** | Your email password or WebAdvisor password. |
| *Domain\User name* | **ccm.edu\usersname** |  |
| *Use secure connection (SSL)* | check-android or **SSL** | Check to enable **Use secure connection (SSL)** or for *Security Type*, choose **SSL**. |
| *Exchange server* | **ccmemail.ccm.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.

Any questions or problems please contact the Solution Center at 973-328-5600 or [solutioncenter@ccm.edu](mailto:solutioncenter@ccm.edu).