

Setting Up Your Email in Android with Microsoft Exchange

Note: This article is a general guide for setting up Android devices. The steps may vary depending on the OS that you are running.

Prerequisites

Before you can use ActiveSync to set up your email account, you must have an ActiveSync license and it must be assigned to your email address.

NOTE: Download first the Email App then proceed with the setup.

1. On the Home screen of your Android device, select the **Email** icon then tap the 3 bars.



2. Tap the gear icon for email settings



3. Tap the Add Accounts

6:48 🖸 🖬 🌡 🚱 🖸 📢 🕾 🖫 60% 🛢 < Email settings ÷ Add account + General Manage folders Show, hide, or reorder your mail folders. View Standard Make Email app dark When Dark mode is on Swipe actions Choose what happens when you swipe left or right on your email list. Auto fit content

Shrink email content to fit the screen.

Notifications

Manage notification settings for VIPs and for each of your email accounts.



4. Select the email type: Exchange



5. Enter your email address and your password, Tap Manual Setup.

| < Set up accou | int |
|---------------------|-------------------|
| youremail@email.cor | n |
| Show password | |
| Checking auto | setup information |
| | |
| | |
| | |
| Manual setup | Sign in |

6. Enter the Exchange Server Settings:

Email Address: your email address

Domain: arafura-asp

Username: your username (take note the username is not an email address)

Password: your password

Exchange Server: mail.arafuracloud.com.au

****** On the **Domain\Username** enter the domain name **arafura-asp** preceded with a **** (backslash) then username.

Note: Depending on the OS that is running on your device, you may see only **Domain** as an option. If so, you can leave this field blank.

| < Exchange server settings |
|---|
| Account |
| Email address |
| youremail@email.com |
| Domain\username |
| arafura-asp\your username |
| Password |
| Show password |
| Server settings |
| Exchange server mail.arafuracloud.com.au |
| Port 443 |
| Sign in |
| |

6. Scroll down and enable the secure connection (SSL) and tap on "Sign $\mbox{In"}$

| < Exchange server settings | |
|---|--|
| Password | |
| Show password | |
| Server settings | |
| Exchange server mail.arafuracloud.com.au | |
| Port 443 | |
| Use secure connection (SSL) | |
| O Use client certificate | |
| Client certificates | |
| Sign in | |
| | |

7. Tap- Apply Security Settings Policy.

| < Exchange server settings |
|---|
| Email address |
| youremail@email.com |
| Domain\username |
| arafura-asp\vour username |
| Password |
| Show password |
| Server settings |
| Exchange server |
| Apply security settings? To use this account, you need to apply the security settings required by its IT policy. |
| Cancel Apply |
| III O < 7 |

The account is now added! Email should appear in the EMail app within a few minutes. Please allow some time for all synchronized data to download.

For any further details or technical support contact Territory Technology Solutions on 08 8944 2222 or support@techsolutions.com.au

