

## Cambridge College Information Technology Department

1.) Locate your Settings Icon within your





## Within settings, scroll down and select Add Account.



# Select Email from within the Add Account section.



# Setting up Microsoft Exchange on an Android Phone

4.) Select **Microsoft Exchange Activesync** for the account type.

5.) Enter your e-mail address in the Domain/
Username section, using the format of
FirstName.LastName@CambridgeCollege.edu.
Submit your password. Tap Next.

6.) Enter the Domain\username following the format of Cambridge\FirstName.LastName. Type your network password. Type the Exchange server as owa.cambridgecollege.edu. You will have to select to use a secure connection, which will additionally prompt your device to require a password. This is part of Cambridge College's Electronic Communication policy , details of which can be found on MyCC's <u>Resources</u> Tab.

< 🧿 Exchange server settings
Domain\usemame
Password
•••••
Exchange server
Use secure connection (SSL)
Use client certificate
Client certificate

#### Mobile device ID

7.) Select **OK** for the Remote Security Administration prompt.



8.) Select which options you would like to have synced with your phone, then select **Next**.

Notify me when email arrives
Sync Email
Sync Contacts
Sync Calendar
Sync Task
Sync SMS
Automatically download attachments when connected to Wi-Fi
Next

9.) You may submit a name for this email account. Select the **Done** button at the bottom of the screen, and the set up will be complete!