



Title: **Setting Up the Android for Exchange**

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Version: 1.0

The following instructions will walk you through setting up your Android to access your Brock University Exchange e-mail, calendar, and contacts

1. Tap the Email icon
2. Type your Email Address (e.g., jdoe@brocku.ca)
3. Type your Brock Campus ID password
4. Select Manual Setup.
5. Tap Exchange.
6. Type your domain\username (e.g., campus\jdoe).
7. Type your Brock campus password.
8. Type mailbox.brocku.ca for the Server name.
9. Select "Use Secure Connection (SSL)".
10. Select "Accept All SSL certificates".
11. Tap Next.
12. You may get prompted with "Remote Security Administration. The server mailbox.brocku.ca requires that you allow it to remotely control some security features of your phone. Do you wish to finish setting up this account?" -- tap OK.
13. In the Account Options panel:
14. Email checking frequency - Automatic (Push).
15. Amount to synchronize - select your preference.
16. Select "Send email from this account by default".
17. If you want to be notified when email arrives, select the checkbox.
18. If you want to sync your contacts from this account, select the checkbox.
19. If you want to sync your calendar from this account, select the checkbox.
20. Tap Next.
21. Type a name for the account (e.g., Brock Mail).
22. Tap Done.
23. If you are prompted "Activate Device Administration", select Activate (This will appear at the top of the main menu)