



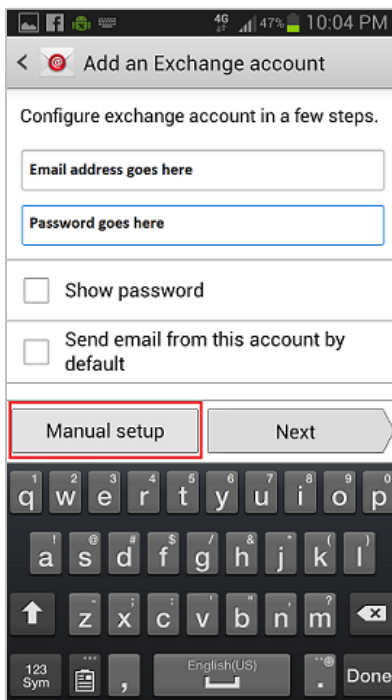
## ActiveSync Setup for Android

**NOTE:** Be aware that all new ActiveSync accounts may take up to 15 minutes to set up.

There are various “smart phones” that utilize Microsoft’s wireless ActiveSync protocol to communicate with Exchange server mailboxes. Each of these Smart Phone devices should be able to connect to your Exchange mailbox in the following manner:

**NOTE:** Be aware that all new ActiveSync accounts may take up to 15 minutes to set up.

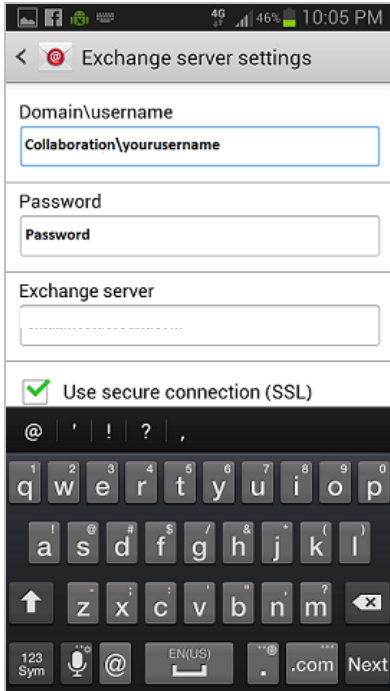
1. On the Smart Phone device, look for and select **Settings – Accounts and Sync – Add Account**.
2. Choose any of these you may find (depending on the device, the choices will differ): **Corporate** or **Microsoft Exchange** or **Active Sync**.
3. On the first **Exchange Account** screen, enter your email address and password:



4. Click **[Next]**.

**NOTE:** If the account does not automatically configure, you will need to select **[Manual setup]**.

The next Exchange configuration screen displays:

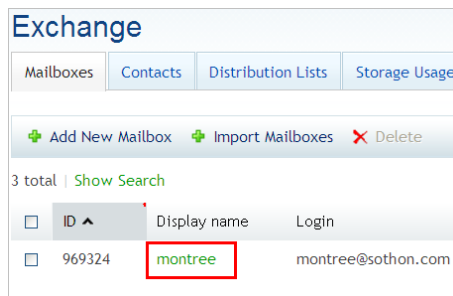


For this screen, enter the following parameters:

- a. **Domain:** **COLLABORATION** (If the name of the field is **Domain\Username**, then enter: "collaboration\" followed by the username (see the next step to help you determine your username).
- b. **Username:** Enter your **Windows Domain username** found in the Control Panel (<https://cp.collaborationhost.net>) under the mailbox you need to setup.
 

**NOTE:** Some devices have two separate fields for the domain and username information. If this is the case for your device, enter the first part in the **Domain** field and the second part (after the slash) in the **Username** field.

  - How to find the *Windows domain username*:  
Select the **Display name** of the mailbox:



Find the **Windows domain username** in the **General** section:

The screenshot shows the Exchange Management Console interface. The 'Exchange' tab is selected, and the user 'montree(montree)' is selected. The 'General' tab is active, showing the following configuration:

Service User	
Display name	montree
Login	montree@sothon.com
Password	*****
Enabled	<input checked="" type="checkbox"/> Yes
General	
Alias	montree
Windows domain\user name	COLLABORATION\montree025
Show in Address Book	<input checked="" type="checkbox"/> Yes
Status	<input checked="" type="checkbox"/> Ready

- c. **Server:**  
 Apptix Exchange 2007: **mobile.collaborationhost.net**  
 Apptix Exchange 2010: **mobile.apptixemail.net**
- d. Put a check mark to enable **Secure mail using SSL**.
- e. **Email:** Your Exchange email address
- f. **Password:** Your Exchange password
- g. Select **[Next]**.
- h. Choose what to synchronize and give a name to this account if asked.  
 Save if you have an option.
- i. The first time your device syncs you may receive the prompt wanting to enforce security policies on your device.  
 Select **[OK]** to proceed and synchronize your device.