


Setup Exchange on Android Devices

1. From a Home screen, navigate: **Apps**  > **Settings** > **Accounts** > **Add account**.
2. Tap **Microsoft Exchange ActiveSync**.
3. Enter your corporate email address and password then tap **Manual setup**.
4. Ensure that the appropriate info is entered into the following fields:
 - o Email address: i.g. Joe.Smith@svusd.org
 - o Domain\username i.g. SVUSD\smithj
 - o **SVUSD (or ETHS, LHHS, MVHS, THHS if at a High School Site)**
 - o Password: (log-in credentials, SaddlePort password)
 - o Exchange server: webmail.svusd.org
5. If applicable, configure the following then tap **Next** (located at the bottom):
 - Enabled when a check mark is present.
 - o Use secure connection (SSL) (Checkbox)
 - o Use client certificate
6. If presented with an Activation prompt, review the info then tap **OK** to continue.
7. If presented with a Remote security administration prompt, tap **OK** to continue.
8. Configure the account options (e.g., Period to sync Email, Sync schedule, etc.) as necessary then tap **Next**.
9. If presented with an "Activate phone administrator" screen, tap **Activate**.
 - Follow the on-screen steps to complete the applied security policy (e.g., Set up password, Device encryption).
 - Device encryption can exceed 60 minutes.
10. If desired, enter an account name then tap **Next**.