Android OS v2.X Exchange Email Setup (Motorola Based Instructions)

Setting up UCD Faculty/Staff Exchange Email, Contacts and Calendar

The basic email application that is already present on the Droid will set up these services simply. Before you can begin you must already have an Exchange server in place with active sync and OWA configured. It is also recommended that you have SSL configured for security.

1. Open the Application Menu by tapping the Upward Arrow icon.
2. Tap the Settings icon
3. Tap the Accounts icon
4. Tap the Add Account button
5. Tap the Corporate Sync icon
6. Enter your full email address name@company.com and account password and tap Next. 
   *Your Full Email Address will be: “firstname.lastname@ucdenver.edu”*
7. Three options should be listed on the side: POP3 account, IMAP account and Exchange Account.
9. Now you need to enter your exchange username (webmail username) in the form of domain\username then enter your account password if it is not auto-filled from step 3. 
   *Your UCD Exchange Username will be: “University\username”*
10. Next you need to enter your exchange server name. The UCD Exchange Server will be: webmail.ucdenver.edu
11. Also remember to check the box next to Use Secure Connection (SSL) then tap Done. (Note: you may also need to check Accept all SSL certificates)
12. Continue configuring the remaining options as desired then tap Next. These options should be how often the email is checked, the amount that should be synchronized, to sync contacts from the account in question and whether or not to notify the user when new mail arrives.
13. Assign an account name if desired.
14. Assign a display name for the email account. The Account Display Name can be anything.
15. Tap Done.

If all of the credentials were entered correctly, the email and contacts should synchronize immediately. Emails will show up in the inbox immediately. In this section, more options can be changed if desired. Simply tap the Menu icon, which is directly left of the icon labeled Home. Then tap Account Settings. Options that may be changed are as follows:

- Account name
- Your name
- Email check frequency
- Amount to synchronize
- Default account if desired
- Email notifications
- Select ringtone
- Vibrate
- Incoming settings to modify server settings
- Sync contacts