

Set up a Hosted Exchange email service on an Android device.

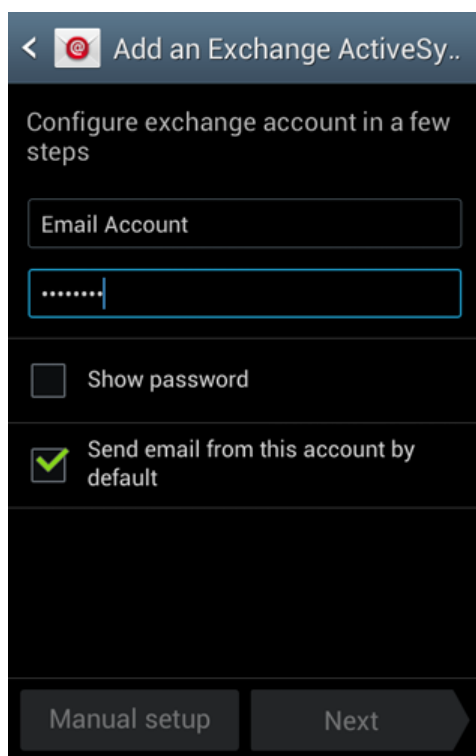
This document is only for users who wish to set up a Hosted exchange email account on an Android device. We are unable to provide telephone support to set up email accounts on mobile phones.

Before you start, you will need,

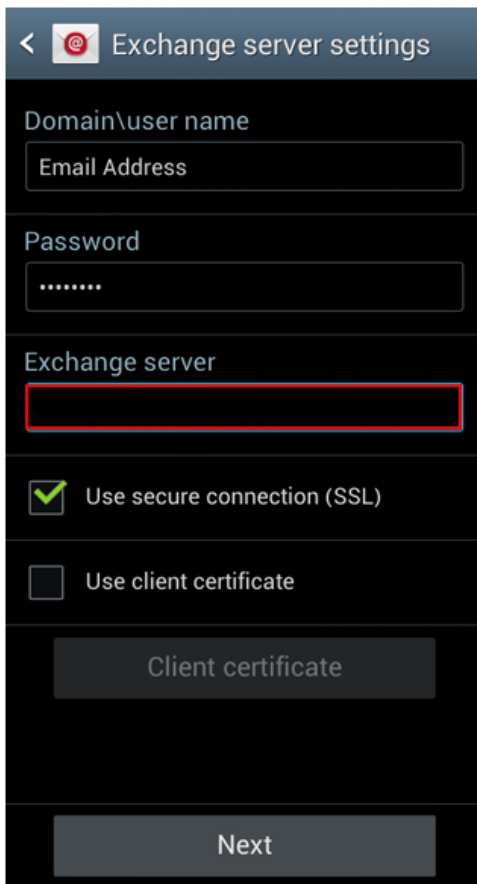
1	Your full email address.	
2	Your email address password.	Megganet do not send passwords along with what the password is for, but we will send it to you by TXT to your registered mobile phone by request.
3	You will also need to know which Hosted Exchange server your email is stored on.	This will be either Exchange 2013, Exchange 2014 or Exchange 2016.

From your Android home screen access your phone settings and then **Accounts**. Then select **Add Exchange ActiveSync** account.

Enter your Email address and Password. Check **Send email from this account by default** (available only if you have already added another email account) to set this as the default email account and then tap **Next**



Your device will attempt to automatically find the additional details needed to set up your account. If it is successful, you will skip to Step 5. If it cannot automatically find the additional details needed, you will see the message **Setup could not finish**. Tap **Edit details** or **configure manually** to enter the additional information manually



The screenshot shows the 'Exchange server settings' screen. It has a dark background with white text. At the top, there is a back arrow and a red '@' icon. Below that, the title 'Exchange server settings' is displayed. The form contains several fields: 'Domain\user name' with a sub-label 'Email Address' and a text input field; 'Password' with a masked input field; 'Exchange server' with a text input field highlighted by a red border; a checked checkbox for 'Use secure connection (SSL)'; an unchecked checkbox for 'Use client certificate'; a 'Client certificate' button; and a 'Next' button at the bottom.

Enter the appropriate Exchange server name as in the screenshots on the left.

Exchange 2016: activesync.giacomcp.com
or
Exchange 2019: activesync.giacomcp.com

Select Use secure connection (SSL) and tap **Next**

Review the **Activation** screen. Uncheck the **Always show** option if you do not want to see this message again when setting up an ActiveSync account, and tap **OK**

The phone will then check the Exchange Server settings and display the Remote Security Administration message:

Tap **OK**



The screenshot shows an 'Activation' dialog box overlaid on the 'Exchange server settings' screen. The dialog box has a dark background with white text. It contains the following text: 'By activating this application, you accept that some of your device data (the unique device identifier and model name) will be stored, processed, and used by Samsung to report the activation of this application to the licensors of the application software. Data held by Samsung will be dealt with strictly in accordance with Samsung's privacy policy which is available at www.samsung.com. Continue?'. Below the text is a checked checkbox for 'Always show'. At the bottom of the dialog box are 'Cancel' and 'OK' buttons. The 'Next' button from the previous screen is visible at the bottom of the overall screen.

The **Account options** screen allows you to select the following ActiveSync options:

PLEASE NOTE: Options may vary depending on the type of account you are viewing.

- **Peak schedule:** Choose how often your device should connect to the Exchange server to get email during peak business hours. Choose Push to have email delivered to your device as soon as it arrives on the server
- **Off-peak schedule:** Choose how often your device should connect to the Exchange server to get email during off-peak business hours. Choose Push to have email delivered to your device as soon as it arrives on the server
- **Period to sync email:** Choose the time period your device should keep in sync
- **Emails retrieval size:** Set an email size limit. Your device will download only the headers for emails that exceed this limit. When you open the message, you will be able to download the entire message
- **Period to sync Calendar:** Choose the time period your device should keep in sync
- **Send email from this account by default:** Mark this option to send all new email messages from this account by default
- **Notify me when email arrives:** Mark this option to have your device notify you when you have new email messages
- **Sync email:** Mark this option to synchronize your email to your device
- **Sync Contacts:** Mark this option to synchronize your contacts to your device
- **Sync Calendar:** Mark this option to synchronize your calendar to your device
- **Sync task:** Mark this option to synchronize your tasks to your device
- **Automatically download attachments when connected to Wi-Fi:** Mark this option to set your device to automatically download email attachments when you are connected to a Wi-Fi® access point

The screenshot shows the 'Account options' screen with the following settings:

- Peak schedule: Push
- Off-peak schedule: Push
- Period to sync Email: Automatic
- Emails retrieval size: 50 KB
- Period to sync Calendar: 2 weeks
- Send email from this account by default:
- Notify me when email arrives:
- Sync Email:
- Sync Contacts:
- Sync Calendar:
- Sync Task:
- Sync SMS:
- Automatically download attachments when connected to Wi-Fi:

Next

When you are happy with the settings, scroll to the bottom and tap **Next**

Enter a name for the account. This will help you easily identify this account if you add other email accounts to your device. Then tap **Done**