

HOSTED EXCHANGE

MOBILE DEVICE SETUP



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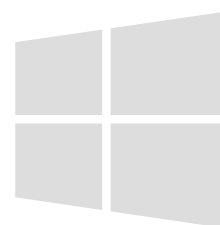
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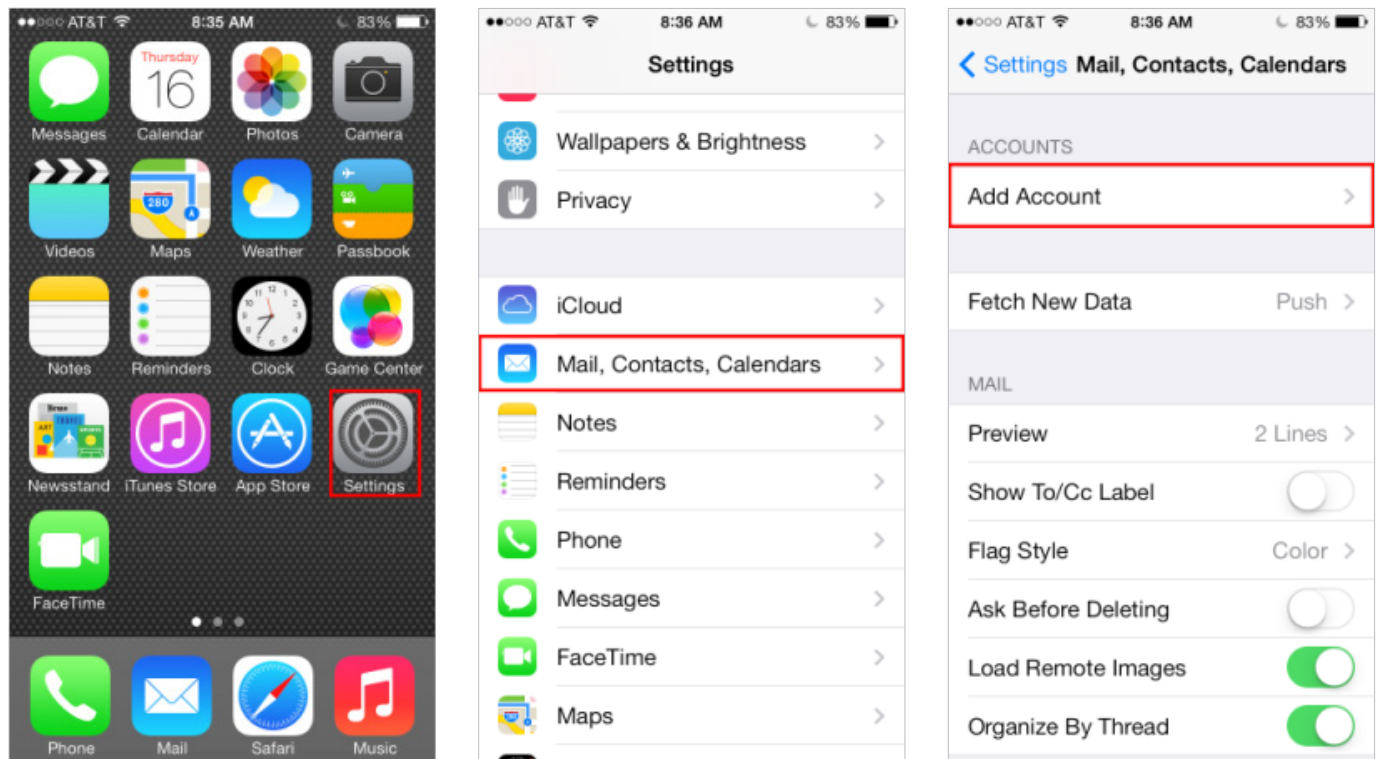
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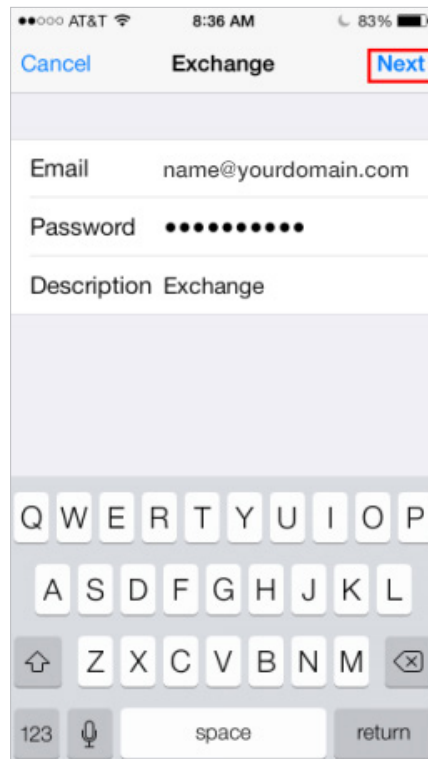
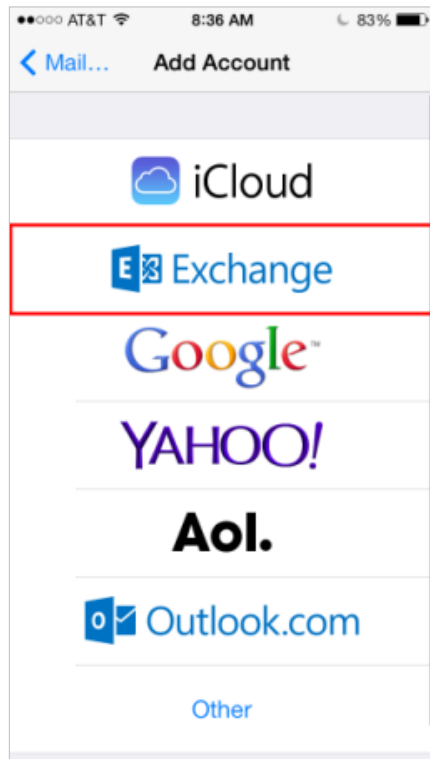
1. CONFIGURING EXCHANGE ON IPHONE

Note: The images in this article show iPhone 5 running iOS 7. Though screens on other iOS devices will differ, the process is the same.



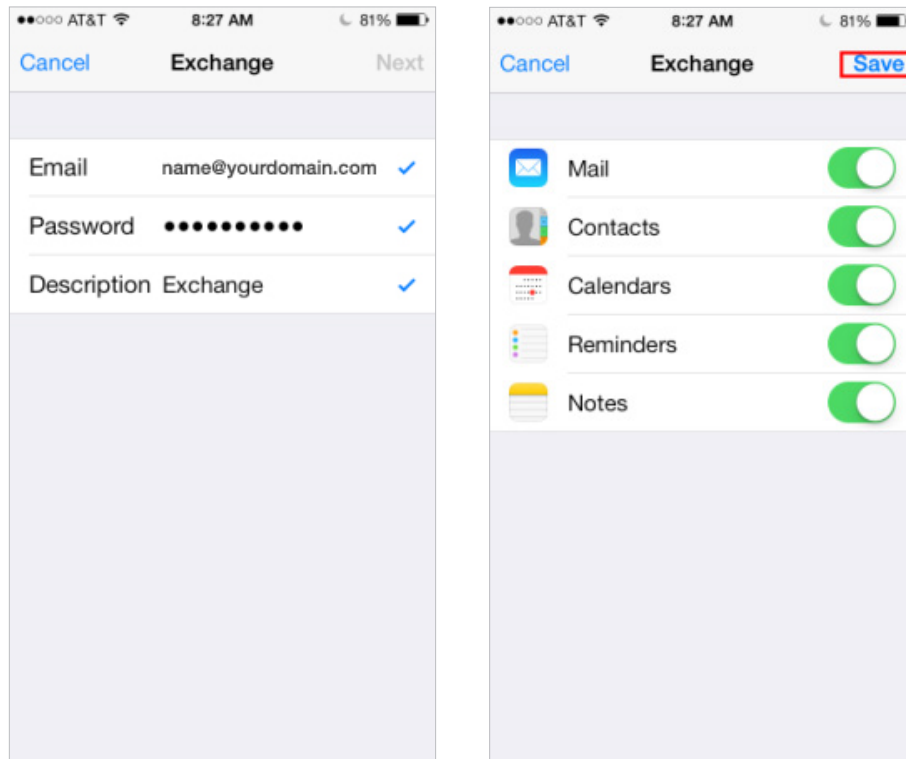
1. On the home screen of your device, tap **Settings > Mail, Contacts, Calendars > Add Account**.





2. Tap **Exchange** and enter your email address , password, and an optional description. Tap **Next**.





3. Make your selections and tap **Save**.

Note: If autodiscovery is not configured on your domain, the device displays the server settings page. Perform the following steps to complete your configuration.



- On the server settings page, tap the **Server** field and enter **mail.exmailto.com**. Leave the Domain field blank. Then, click **Next**.

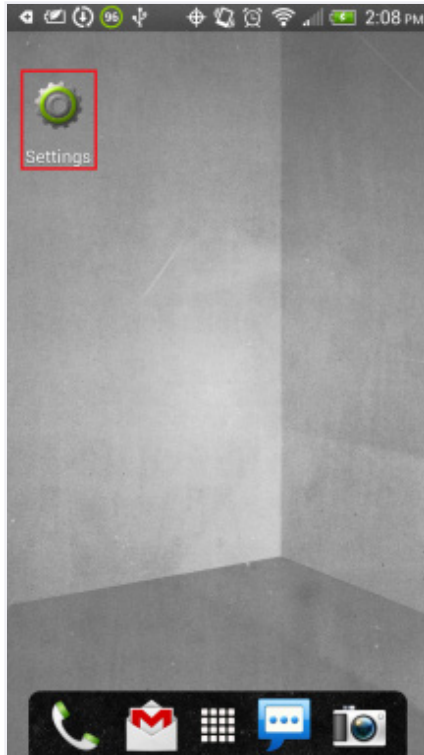
- Select the services that you want to synchronize from the Exchange server, and then tap **Save**.

You have successfully added your Exchange email account on your iOS device.

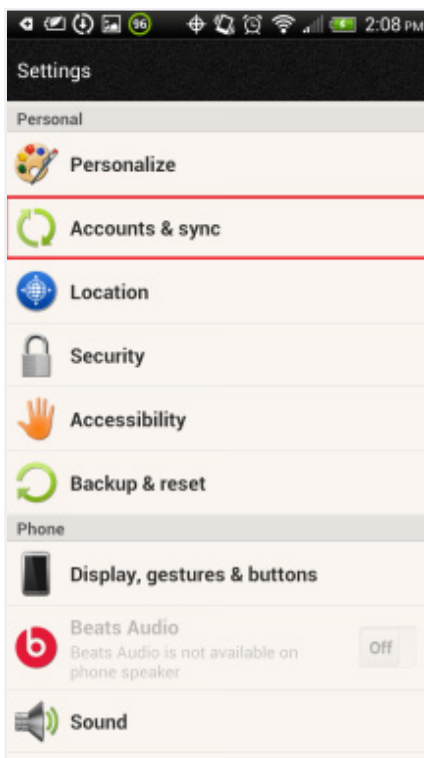
Note: Depending on how much data is in the mailbox, it might take some time before your information is completely downloaded into your device.



2. CONFIGURING EXCHANGE ON ANDROID

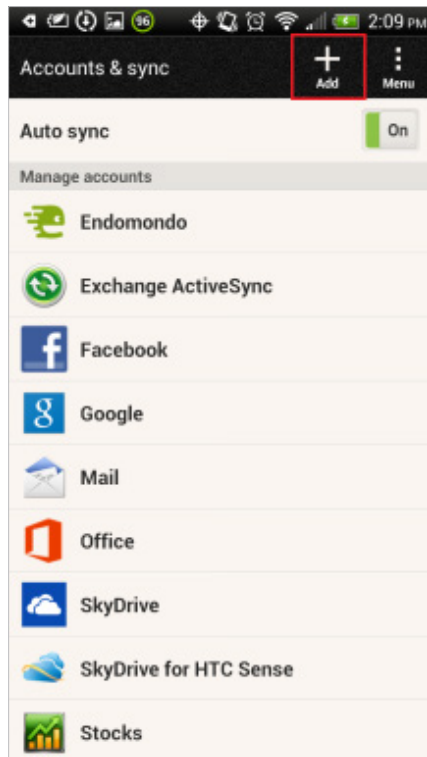


1. Tap on the system **Settings**.

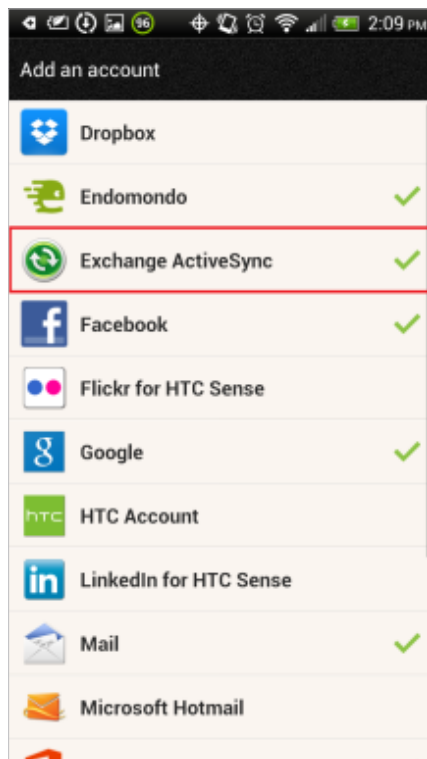


2. Tap **Accounts and Sync** (**Accounts** on some devices).



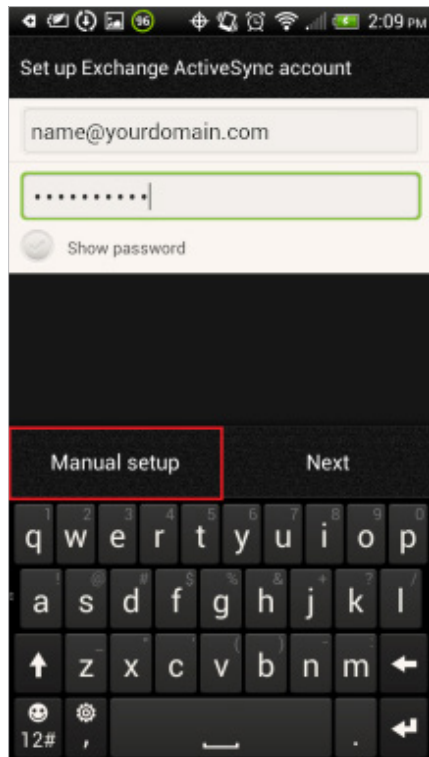


3. Tap on **Add**.

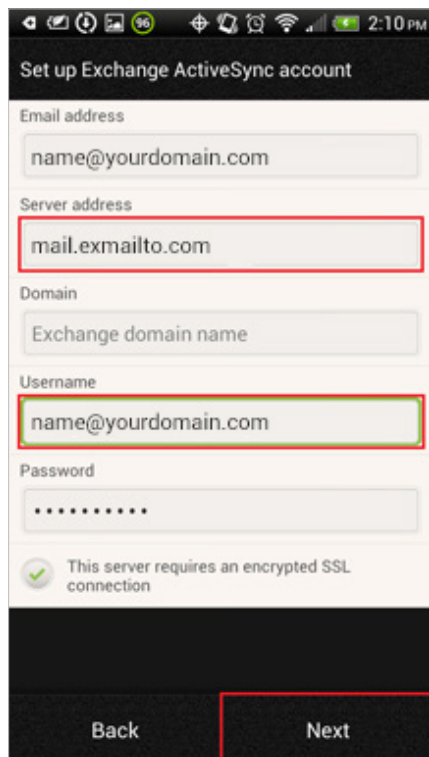


4. Select **Exchange ActiveSync** (Microsoft Exchange ActiveSync on some devices).





5. Fill in your email address and password and tap **Manual Setup**.

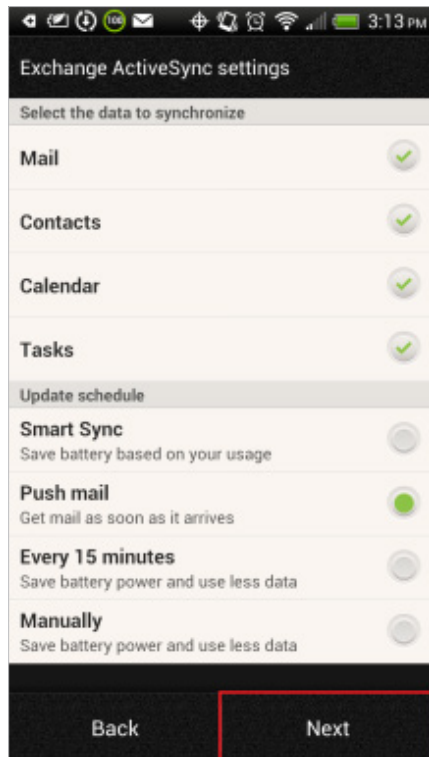


6. On the next page, add in the rest of the necessary information:

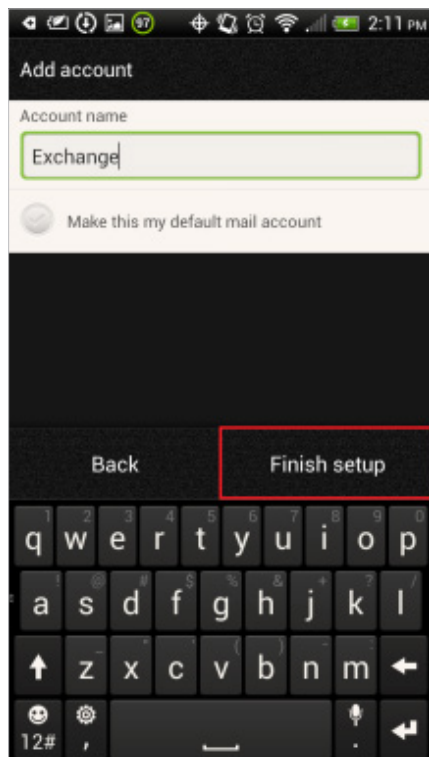
- Email address: your email address ("**name@yourdomain.com**")
- Server Address: **mail.exmailto.com**
- Domain: (**Leave this blank**)
- Username: your email address again.
- Select **This server requires an encrypted SSL connection**.

With the information filled in, click **Next**. You may be prompted to Enable Remote Security Administration. Press **Ok** or **Allow**. This allows you to remotely perform a factory reset (Delete all data) on the device from OWA (Outlook Web App) in the event that the phone is lost or stolen and there is sensitive company information within the device.





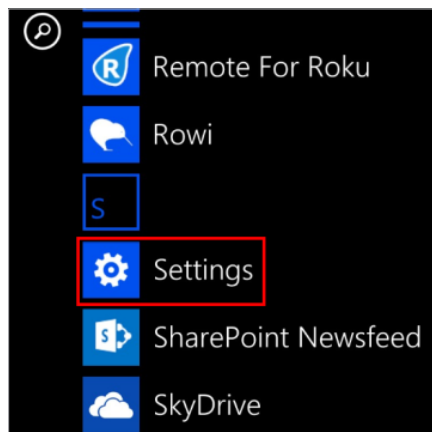
7. Next select the services you wish to sync with the Exchange server and when to sync. Tap **Next**.



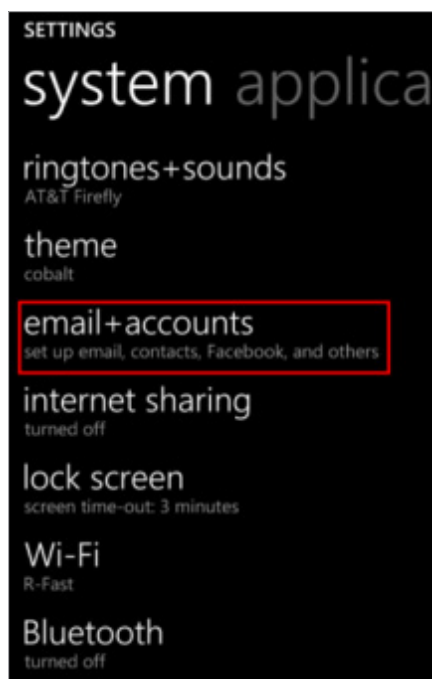
8. Give your account a descriptive name and tap **Finish Setup**.



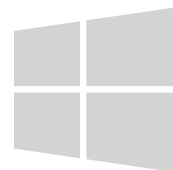
3. CONFIGURING EXCHANGE ON WINDOWS PHONE

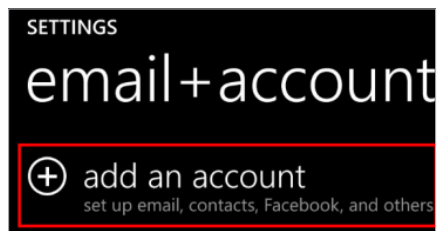


1. Locate the **Settings** options from within your application menu.

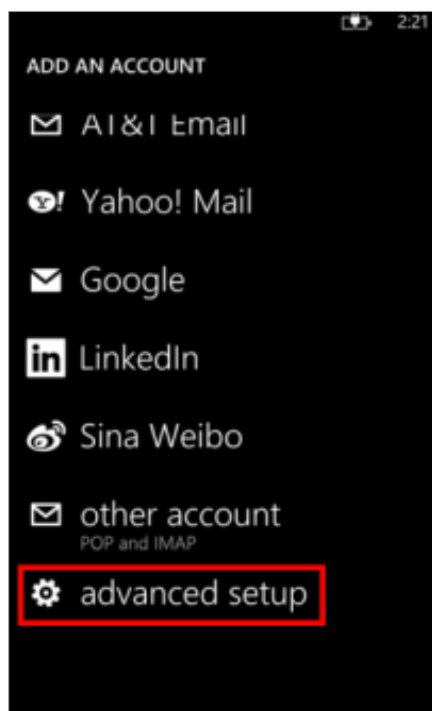


2. Select **Email + Accounts**.

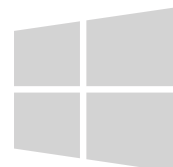


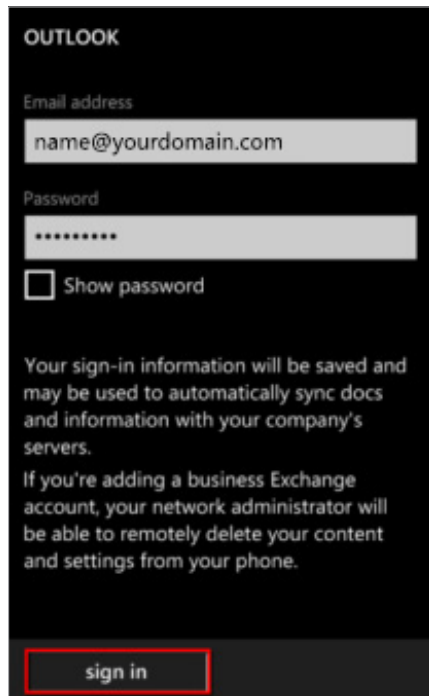


3. Select **Add an Account**.

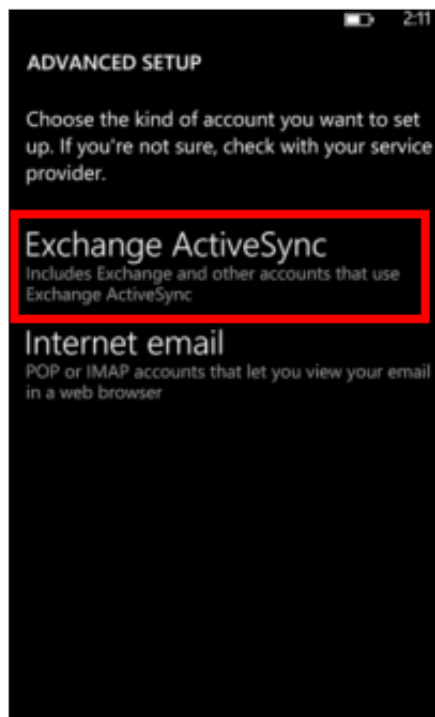


4. Select the option for **Advanced Setup**.





5. Enter your full email address and password for your account, then press the **sign in** button.



6. Select **Exchange ActiveSync**.





OUTLOOK

User name
name@yourdomain.com

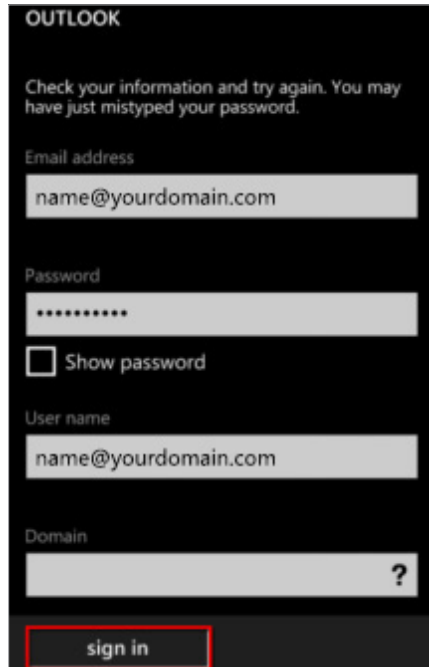
Domain
?

Server
mail.exmailto.com ?

show all settings

sign in

7. Ensure your email address remains correct. Leave the Domain field blank and enter the following address for Server **mail.exmailto.com**.



OUTLOOK

Check your information and try again. You may have just mistyped your password.

Email address
name@yourdomain.com

Password
.....

☐ Show password

User name
name@yourdomain.com

Domain
?

sign in

8. Then, select the **sign in** button. Once connected, you will see a new icon within your settings menu with the name of your new email account.

