The City College of New York

Webmail Tutorials Mobile Devices



Table of Contents

Mobile Devices	3
Android	3
How do I setup Exchange on my phone?	3
1A. Android: Automatic Setup	3
1B. Android: Manual Setup	6
iPhone	10

Mobile Devices

Android

How do I setup Exchange on my phone?

1A. Android: Automatic Setup

Bring down the menu screen and select Settings from the top right of the screen. Once at settings, scroll down and select "Add account" under Accounts.



At the "Add account" menu, select Microsoft Exchange ActiveSync. Enter in your email address and password and select "Next".



Change the email sync settings to your preferences, scroll down, and select "Next". On the next screen, you may change the name of your account on your Android device.

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< 🞯 Account options	🮯 Set up account
Period to sync Email	Your account is set up, and email is on its way
3 days	Give this account a name (Optional)
Sync schedule	Username@ccny.cuny.edu
Push	
Peak schedule	
Push	
Emails retrieval size	Next
50 KB	edu education educational eau e
Period to sync Calendar	q w e r t y u i o p
2 weeks	asdfghjkl
Notify me when email arrives	$\mathbf{\hat{C}} \mathbf{\hat{C}} \hat{$
Sync Email	✓ ✓ ✓ ✓ ✓ Done

1B. Android: Manual Setup

Bring down the menu screen and select Settings from the top right of the screen. Once at settings, scroll down and select "Add account" under Accounts.



At the "Add account" menu, select Microsoft Exchange ActiveSync. Enter in your email address and password and select "Manual Setup".



Enter in the settings as shown below and select "Next". On the next screen, change the email sync settings to your preferences, scroll down, and select "Next

☑ இ இ ∇1% ■ 5:01 PM	🖃 🛱 🎓 🖉 🖉 🖉		
< 🞯 Exchange server settings	< 🞯 Account options		
Email address	Period to sync Email		
username@ccny.cuny.edu	3 days		
Domain\username	Sync schedule		
\username	Push		
Password	Peak schedule		
•••••	Push		
Exchange server	Emails retrieval size		
webmail.ccny.cuny.edu	50 KB		
✓ Use secure connection (SSL)	Period to sync Calendar		
Use client certificate	2 weeks		
Client eartificate	Notify me when email arrives		
Mobile device ID	Sync Email		

".

On this screen, you may change the name of your account on your Android device. Select "Next" to complete the setup.



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Done

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iPhone

Navigate to the settings screen and select "Mail, Contacts, Calendars". On the next screen select "Add Account".

●●●○○ T ·	Mobile LTE 3:48 PM	% 🔳 י	••••• T-Mobile LTE 3:48 PM (e) 7 73%	D
	Settings		Back Mail, Contacts, Calendars	•
	Touch ID & Passcode	>	ACCOUNTS	
	Privacy	>	iCloud Contacts, Calendars, Safari and 6 more	>
	iCloud	>	Citymail Mail, Contacts, Calendars and 2 more	>
	Mail, Contacts, Calendars	>	Gmail Mail, Contacts, Calendars, Notes	>
	Notes	>		
	Reminders	>	Add Account	>
S	Phone	>		
	Messages	>	Fetch New Data Push	>
	FaceTime	>	MAIL	
.	Maps	>	Preview 2 Lines	>
	Compass	>	~ ~ ~ ~ ~ ~ ~ ~ ~ ~	

Select "Exchange" to setup your Microsoft Exchange email and on the next screen enter in your information.



•••• T	-Mobile LTE 3:49 PM	
Cano	Exchange	Save
	Mail	
	Contacts	
	Calendars	
	Reminders	
	Notes	

Select Save to complete the setup.