

# Webmail Tutorials

## Mobile Devices



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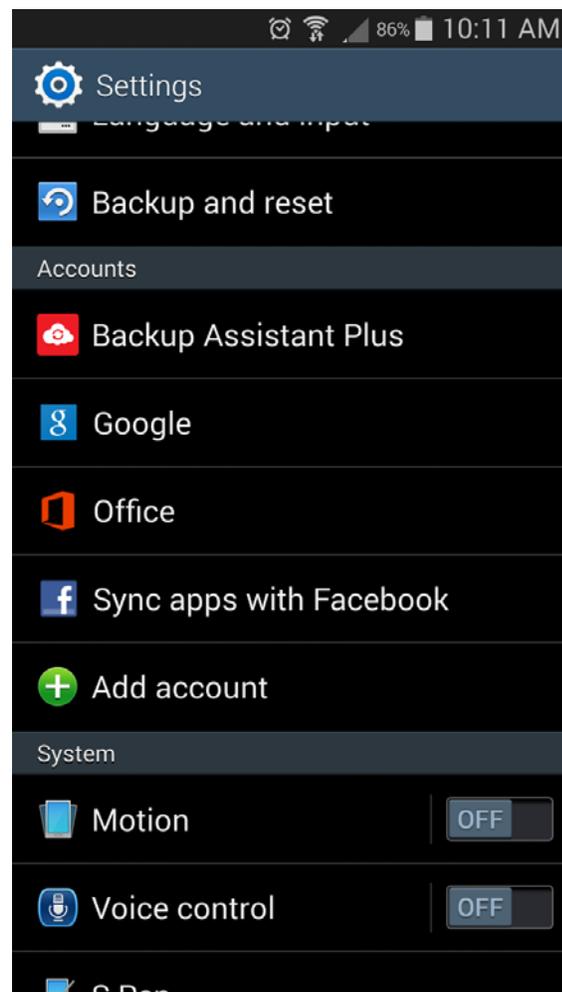
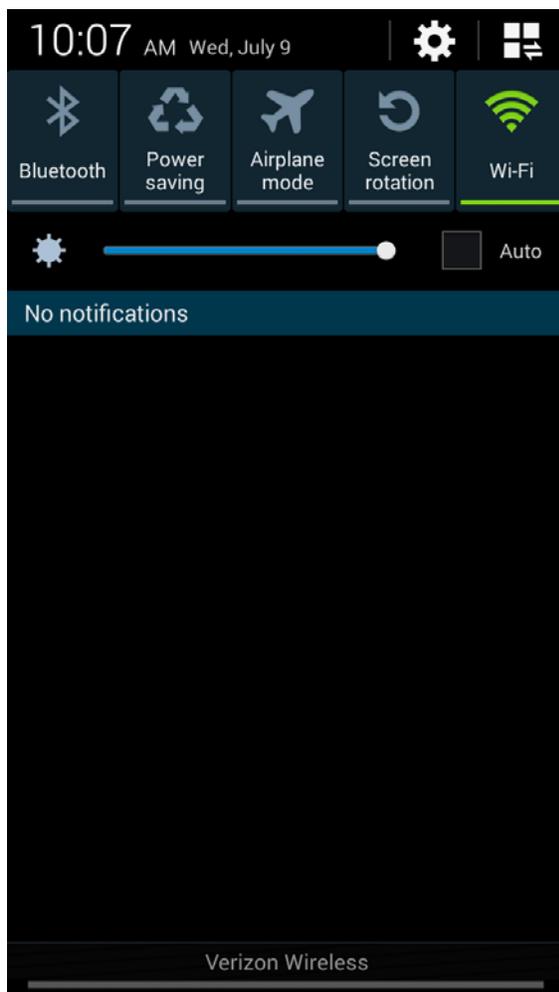
# Mobile Devices

## Android

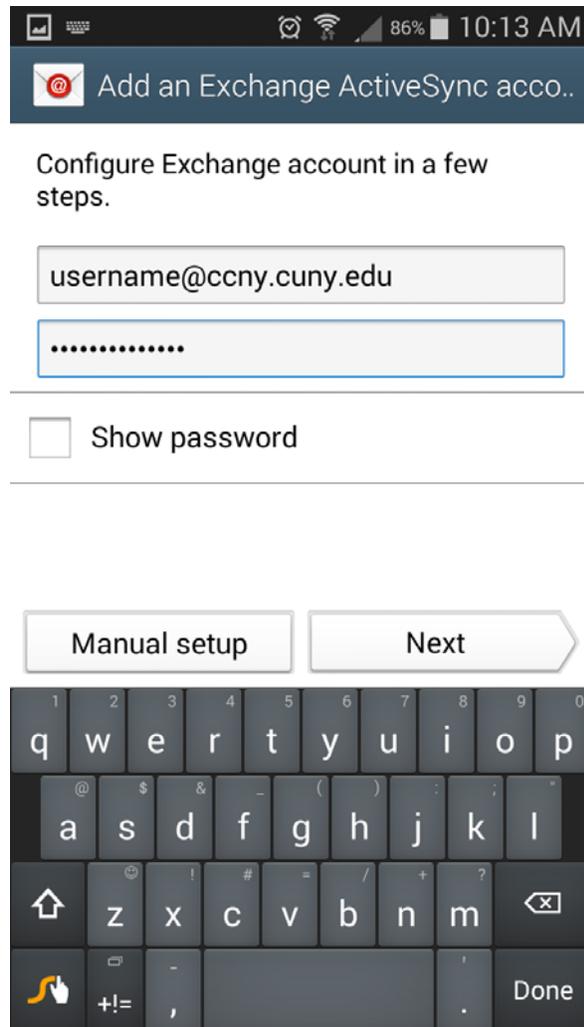
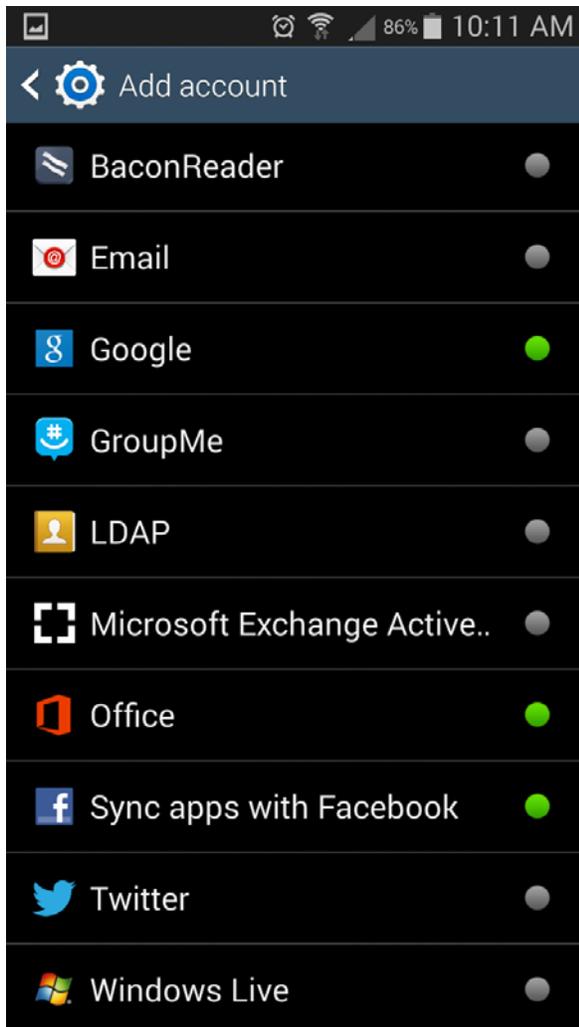
### How do I setup Exchange on my phone?

#### 1A. Android: Automatic Setup

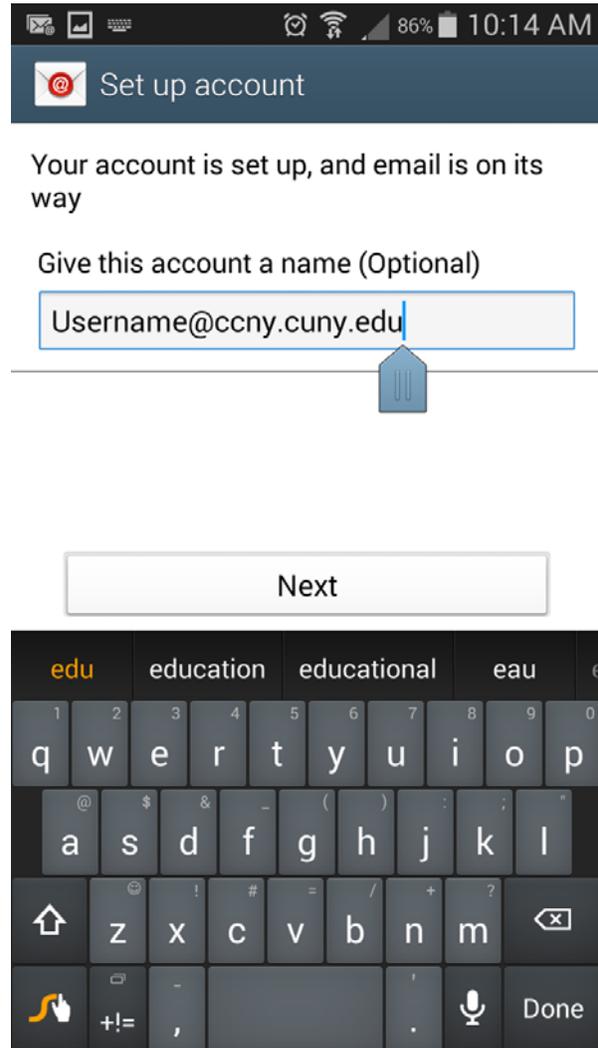
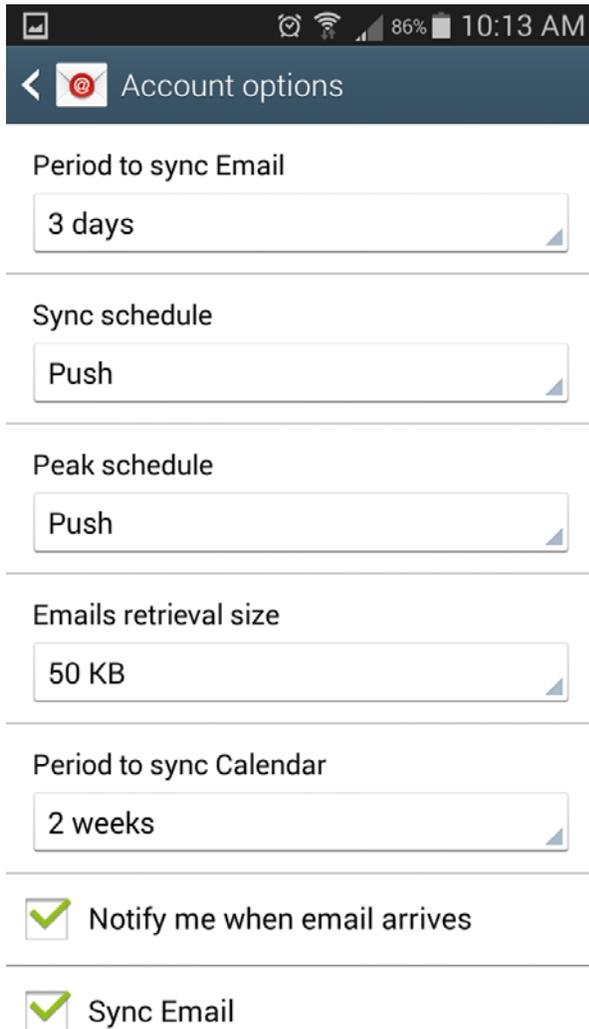
Bring down the menu screen and select Settings from the top right of the screen. Once at settings, scroll down and select “Add account” under Accounts.



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

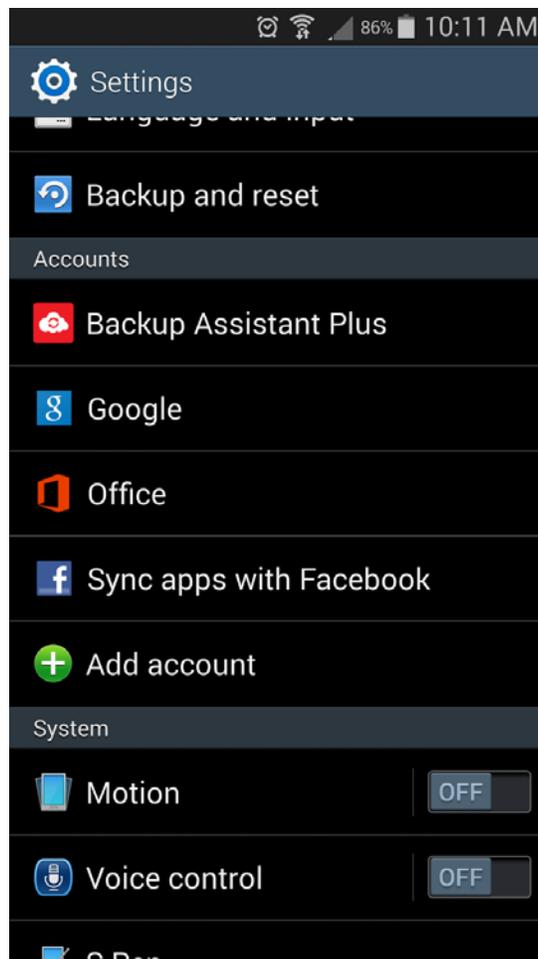
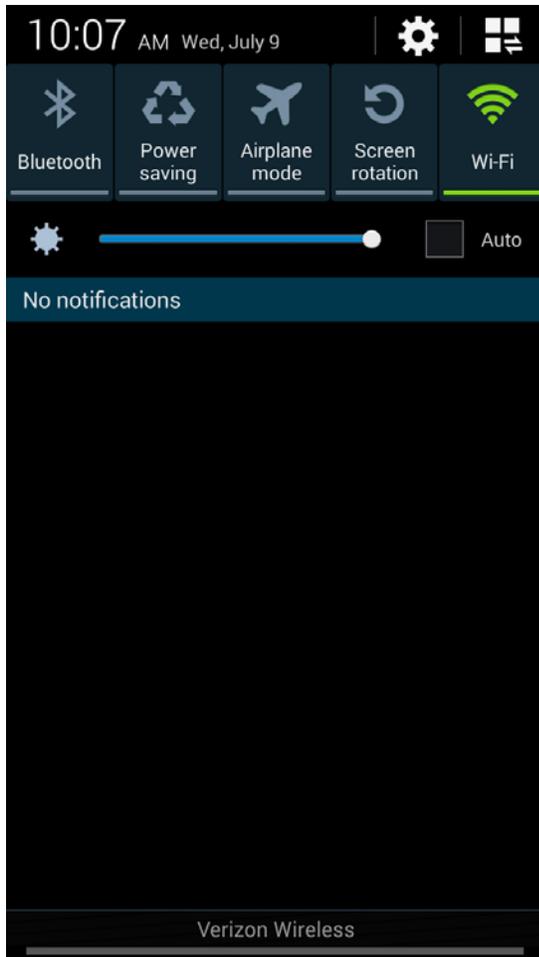


Change the email sync settings to your preferences, scroll down, and select “Next”. On the next screen, you may change the name of your account on your Android device.

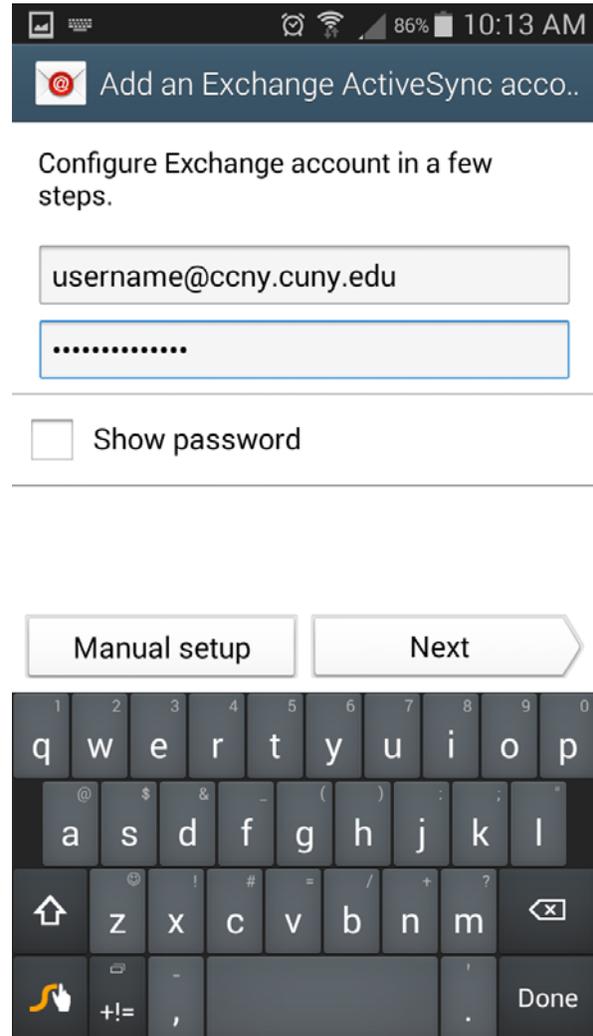
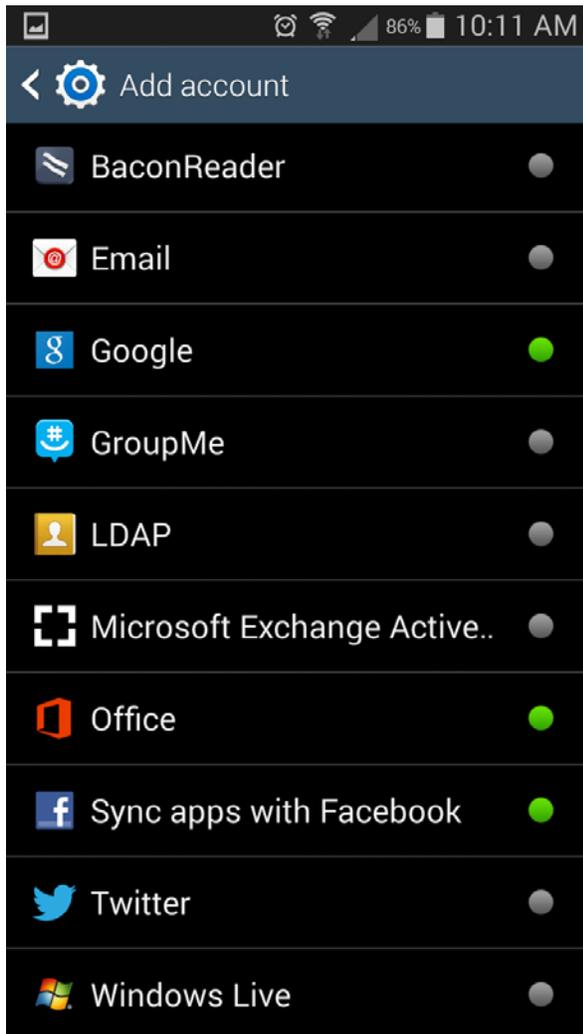


## 1B. Android: Manual Setup

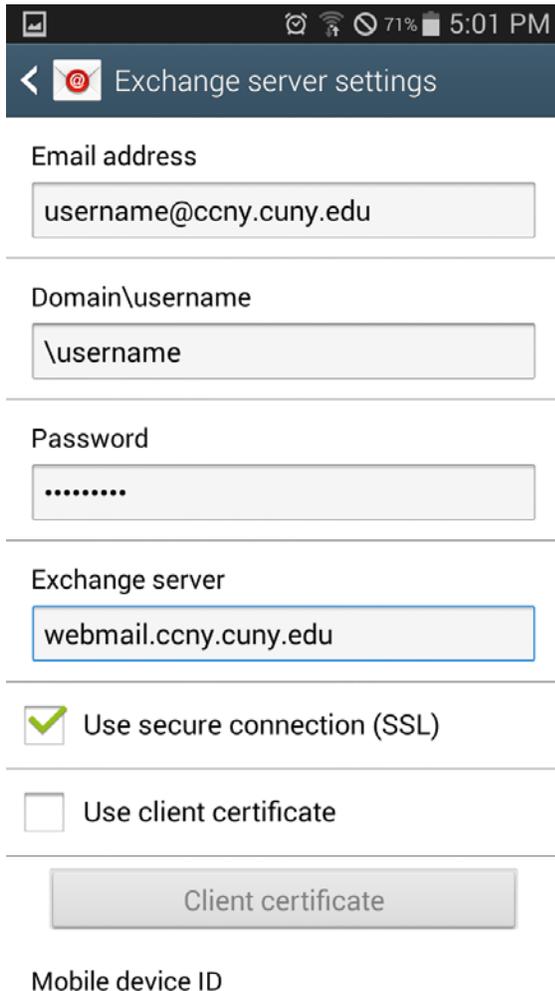
Bring down the menu screen and select Settings from the top right of the screen. Once at settings, scroll down and select “Add account” under Accounts.



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



Exchange server settings

Email address  
username@ccny.cuny.edu

Domain\username  
\username

Password  
.....

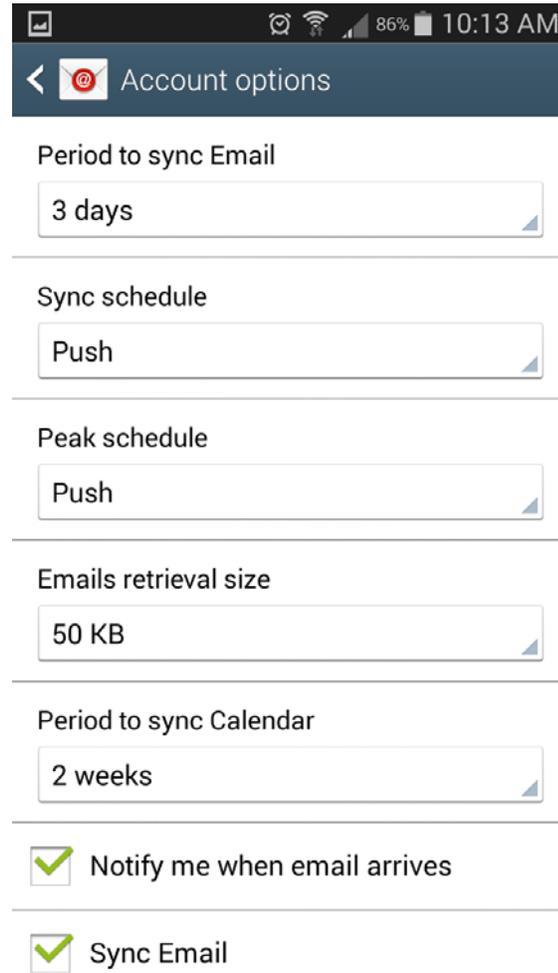
Exchange server  
webmail.ccny.cuny.edu

Use secure connection (SSL)

Use client certificate

Client certificate

Mobile device ID



Account options

Period to sync Email  
3 days

Sync schedule  
Push

Peak schedule  
Push

Emails retrieval size  
50 KB

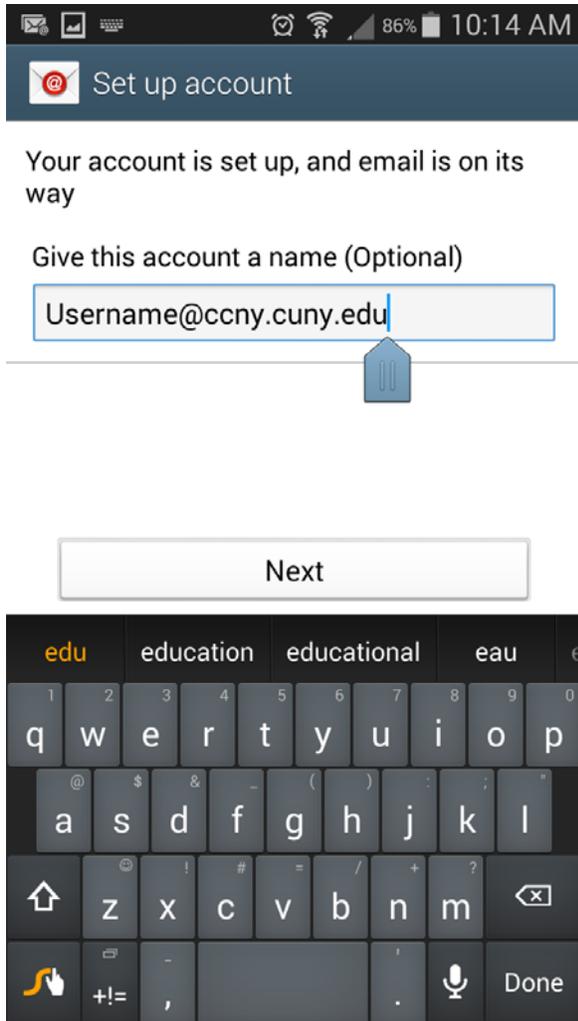
Period to sync Calendar  
2 weeks

Notify me when email arrives

Sync Email

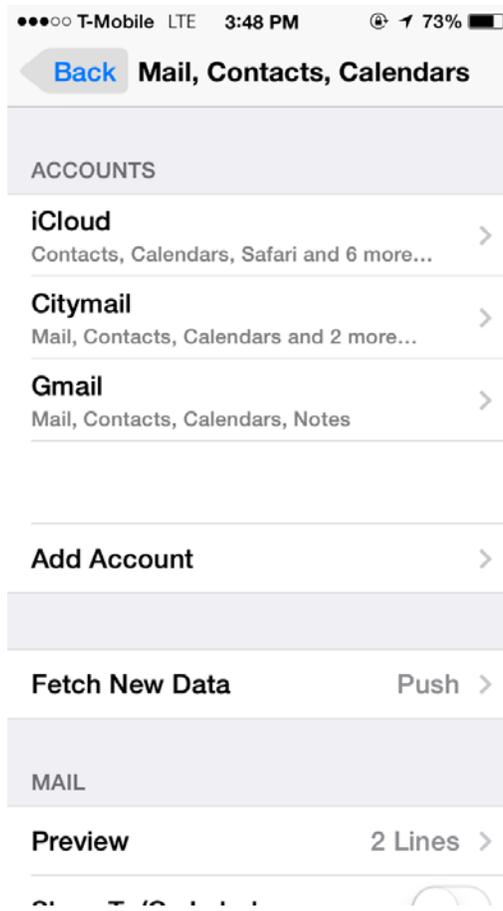
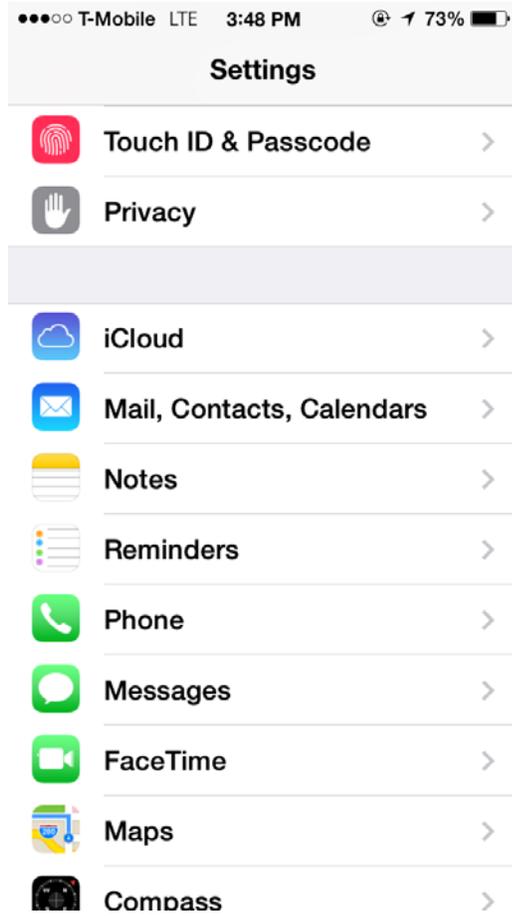
”.

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

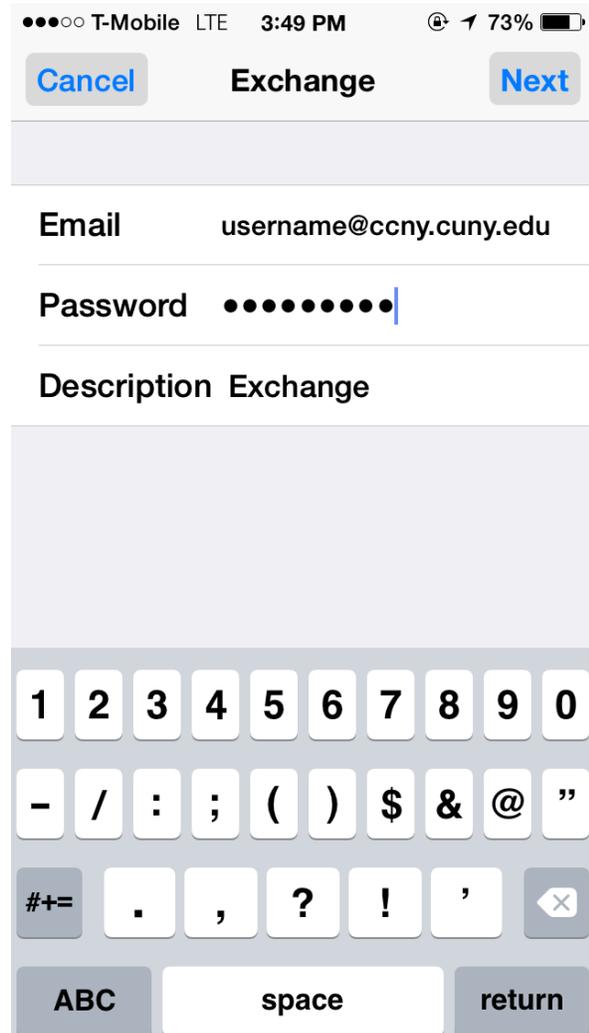
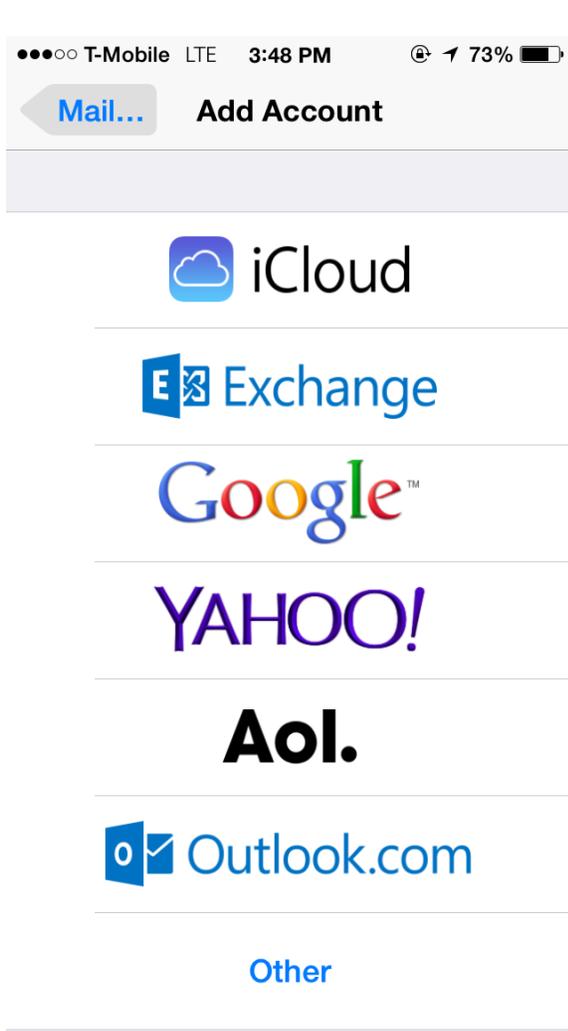


# iPhone

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



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



Select Save to complete the setup.

