Webmail Tutorials

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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”.

![Add account menu](image)
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”.

Configure Exchange account in a few steps.

username@ccny.cuny.edu

Show password

Manual setup  Next
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”.

- **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**
- **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.

Your account is set up, and email is on its way

Give this account a name (Optional)

Username@ccny.cuny.edu

Next
iPhone

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

ACCOUNTS

- iCloud
  Contacts, Calendars, Safari and 6 more...(more)

- Citymail
  Mail, Contacts, Calendars and 2 more...(more)

- Gmail
  Mail, Contacts, Calendars, Notes

- Add Account

- Fetch New Data
  Push

MAIL

- Preview
  2 Lines

- [Mail Settings]
Select “Exchange” to setup your Microsoft Exchange email and on the next screen enter in your information.
Select Save to complete the setup.