Ready Reference 04052016

How to Set Up Exchange Email on an Android Device

Introduction

Pace Students, Faculty, and Staff can set up their Exchange email account on their Android device using Exchange ActiveSync.

Setting Up ActiveSync on an Android Device

• Launch the Email App

The Set up account screen displays

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	Set	up account				
	Selec addre	t an account to set up, or a ess.	registered email			
		Corporate				
	YAHOO!	Yahoo! Mail				
	Aol.	AOL				
	Ø	Outlook.com				
		Verizon.net				
	Μ	Gmail				
		or				
		ADD OTHER ACCOUNT				

• Select Corporate

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← Exchange ActiveSync						
Email address						
Password						
Show password						
Set as default account for sending						
email						
MANUAL SETUP SIGN IN						
clevy@pace.edu dsamuel@pace.edu coniszko@pace.edu	>					
1 2 3 4 5 6 7 8 9 0						
$ \begin{array}{c} \mathbf{q}^* & \mathbf{w}^* & \mathbf{e}^* & \mathbf{r}^* & \mathbf{t}' & \mathbf{y}^* & \mathbf{u}^* & \mathbf{i}^* & \mathbf{o}^{L} & \mathbf{p}^{L} \end{array} $						
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- Type your full *Pace email address* and *Password*Click OK when prompted on the Email
 Click Continue

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← Exchange server settings					
Account					
Email address					
username@pace.edu					
Domain\username					
pace\username					
Password					
••••••	J				
Show password					
Server settings					
Exchange server					
email.pace.edu					
Use secure connection (SSL)					
Use client certificate					
CLIENT CERTIFICATE					
Mobile device ID					
SEC24166ADB1EC8E					
	SIGN IN				

- Type *pace\your username* in the **Domain\Username field**
- Type your *Pace Password*
- Type *email.pace.edu* in the Exchange server field
- Click SIGN IN

Your Pace Exchange email account is now connected.