

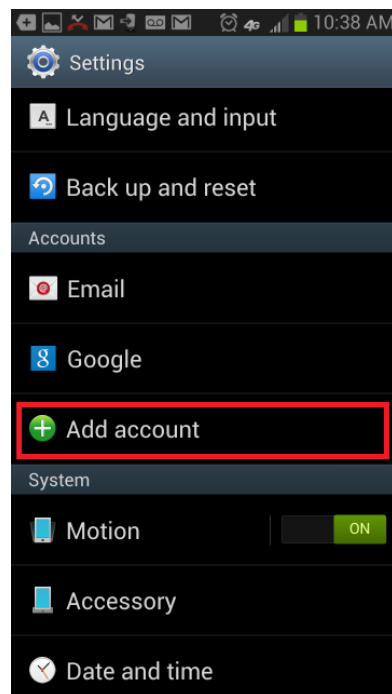


Configuring Exchange Accounts on Android Phones.

1. Tap on “**Settings**”.

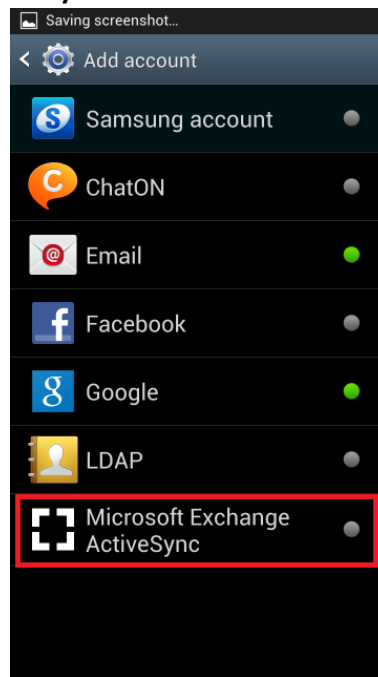


2. Tap on “**Add Account**”.





3. Tap on “Microsoft Exchange ActiveSync”.



4. Enter your Email Address, (e.g. first.last@lehman.cuny.edu) and **password**, Tap “Next”.



5. Enter “Doamin\Username” (e.g. lc\first.last) and password.
Enter “owa.lehman.cuny.edu” for Exchange Server, and click “Next”.

The screenshot shows the 'Exchange server settings' screen. The 'Domain\username' field contains 'lc\first.last' and the 'Password' field contains a masked password. The 'Exchange server' field contains 'owa.lehman.cuny.edu'. The 'Use secure connection (SSL)' checkbox is checked, and the 'Use client certificate' checkbox is unchecked. A 'Client certificate' button is visible. The 'Mobile device ID' is 'SEC1060236BD6747'. A 'Next' button is at the bottom.

6. Tap “OK” on the “Remote Security administration” page.

The screenshot shows a dialog box titled 'Remote security administration' with a warning icon. The text inside says: 'Server owa.lehman.cuny.edu must be able to remotely control some security features on your device. Continue?'. There are 'Cancel' and 'OK' buttons. The 'OK' button is highlighted with a red box. The background shows the same 'Exchange server settings' screen as the previous screenshot.



7. Verify the Settings and tap “Next”.

Account options

Peak schedule
Push

Off-peak schedule
Push

Period to sync Email
Automatic

Emails retrieval size
50 KB

Period to sync Calendar
2 weeks

☐ Send email from this account by default

☒ Notify me when email arrives

☒ Sync Email

☒ Sync Contacts

☒ Sync Calendar

☒ Sync Task

☒ Sync SMS

☐ Automatically download attachments when connected to Wi-Fi

Next

8. Tap on “Activate”.

Activate device administrator?

Email

Server owa.lehman.cuny.edu must be able to remotely control some security features on your device

Activating administrator will allow Email to perform following operations

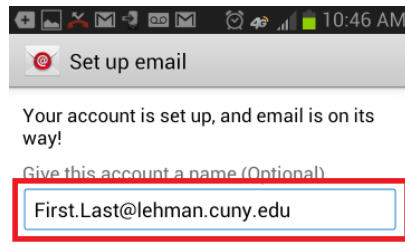
- **Erase all data**
Erase the phone's data without warning by performing a factory data reset.
- **Set password rules**
Control the length and the characters allowed in screen-unlock passwords.
- **Monitor screen-unlock attempts**
Monitor the number of incorrect passwords typed, when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- **Lock the screen**
Control how and when the screen locks.
- **Set lock-screen password expiration**

Cancel Activate



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9. Enter a name for the account (e.g. first.last@lehman.cuny.edu) and tap on “Done”.



Done

Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-1111 or help.desk@Lehman.cuny.edu if further assistance is needed.