Connecting Android to Outlook Exchange

Configure an Android device to access your Exchange calendar, contacts, and mail.

Before You Begin

The instructions below are based on the Samsung Galaxy S5 with Android v4.4.4.

Depending on your version of Android and the type of device you are using, you may find the instructions below do not precisely match the screens you see when setting up Exchange.

Connect to Wireless Network

To successfully setup the initial connection of your Android mobile device to the SCUSD Outlook Exchange Server, it is strongly recommended that you first connect to the SCUSD-WLAN wireless network.
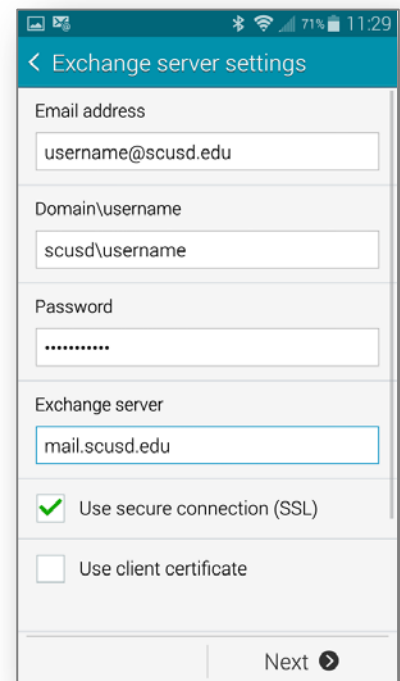
Once you have successfully connected to SCUSD-WLAN, please follow the directions below.

Configure Android for Exchange

To set up Android for Exchange, do the following:

1. Open *Settings > Accounts & Sync > Add Account.*
2. Select *Microsoft Exchange ActiveSync.*
   *This can also be listed as *Corporate*.
3. Enter your email address and password.
   - Your email address is *username@scusd.edu*
4. Press *Next.*
5. On *Activation* page, press *OK.*
6. If you receive a *Security Warning* regarding *Security Certificate*, please *Continue*.
7. Please use the following for manual setup of Exchange server connection.
   - **Email Address:** *your-username@scusd.edu*
   - **Domain\Username :** *SCUSD\your-username*
   - **Password:** *Your SCUSD Password*
   - **Exchange Server:** *mail.scusd.edu*
   - **Use secure connection (SSL):** *Yes*
8. Press *Next*.   If you receive a *Security Warning* regarding *Security Certificate*, please *Continue*.
9. You might receive a *Remote Security Administration* warning. The warning reads, "*The server mail.scusd.edu requires that you allow it to remotely control some security features of your phone. Do you wish to finish setting up this account?*" If you receive this warning, click *OK*.

   ** **Important! Be sure to not enable SMS Sync**.

10. Select your account options.
    o For *Email checking frequency*, we recommend *Automatic (Push)*. This means email will be delivered to your Android device as soon as it is received.
    o For *Amount to synchronize*, we recommend *One Month*. This setting determines how far back Exchange email and calendar items should be synced on your device.
    o If you use Exchange as your primary email account and want to use that account to send from your device by default, put a check mark next to *Send email from this account by default*.
    o If you want to be notified when a new Exchange email arrives on your Android device, put a check mark next to *Notify me when email arrives.*
    o If you want your Exchange contacts to be synced with your Android device, put a check mark next to *Sync contacts from this account.*
    o If you want your Exchange calendar to be synced with your Android device, put a check mark next to *Sync calendar from this account*. (Android 2.1 does not offer this option.)
    o Make sure *Sync email from this account* has a check mark next to it.
    o If you want to automatically download attachments on your Android device when you are connected to wireless, such as "SCUSD-WLAN," put a check mark next to *Automatically download attachments when connected to Wi-Fi*. You might want to skip this option if you receive large file attachments in email if you are concerned about storage space on your device.
11. Press *Next*.
12. You might be prompted to select required security settings at this time. If so, refer to *Security Settings Update* below. Otherwise, you will be prompted to select these settings after you complete setting up your account.
13. Complete the account setup.
    o Enter *SCUSD Exchange* in the *Give this account a name* field.
    o Enter your full name in the *Your Name* field. This is how your name will be displayed on Exchange emails sent from your Android device.
14. Press *Done.*

Android is now configured for Exchange. Your Android device will begin syncing email, calendar, and contact items from Exchange. This may take a few moments.

Set an Unlock Pattern

Your Exchange calendar and email contain sensitive or personal data.   We recommend setting a screen unlock pattern for Android.

This concludes *Connecting Android to Outlook Exchange*.   For further assistance, please email the Technology Support Help Desk at support@scusd.edu or call us at 916-643-9445.

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