Technology Information Page

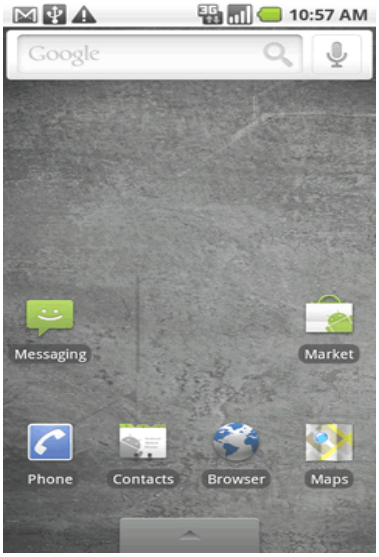
Pacific University Oregon

Setting up Exchange ActiveSync - Motorola Droid (A855)

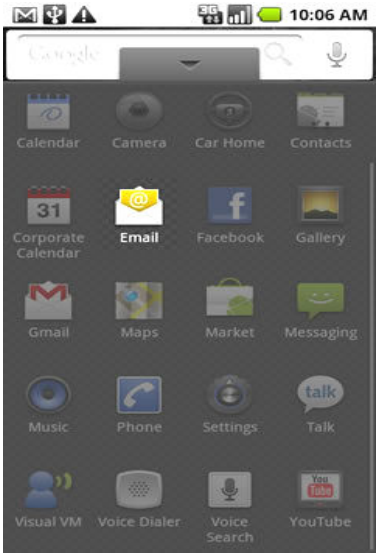
Faculty & Staff

This walkthrough shows how to set up a Droid phone to access the faculty/staff Exchange email server.

From the home screen, touch the **applications tab** (located on the bottom of the screen).



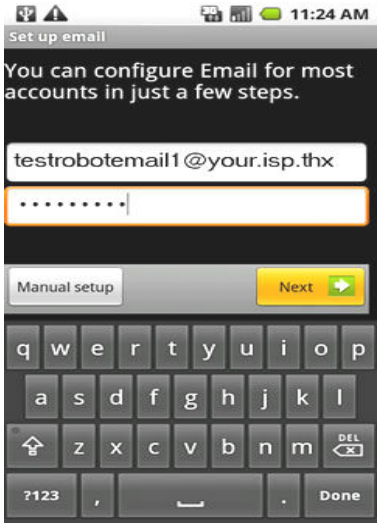
Touch **Email**.



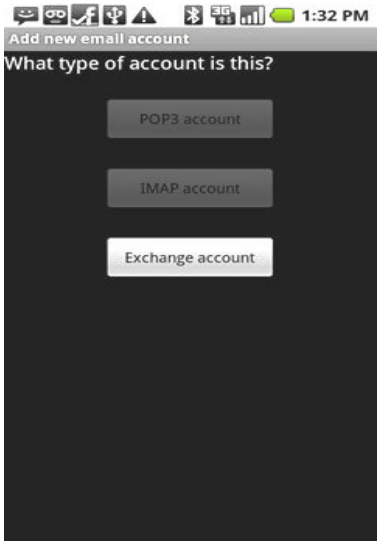
FIRST EMAIL ACCOUNT ADDED

Enter the *exchange email address* and *password* then touch **Next**.

The exchange email address would be your **PUNetID**, and the password would be your password



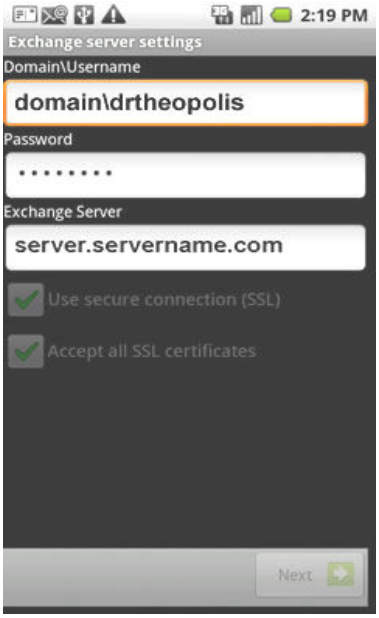
Touch **Exchange account**.



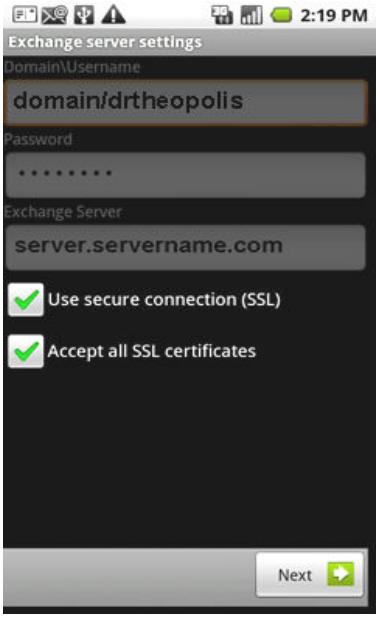
Enter the *exchange server settings* in the appropriate fields:

domain\username, password, Exchange Server

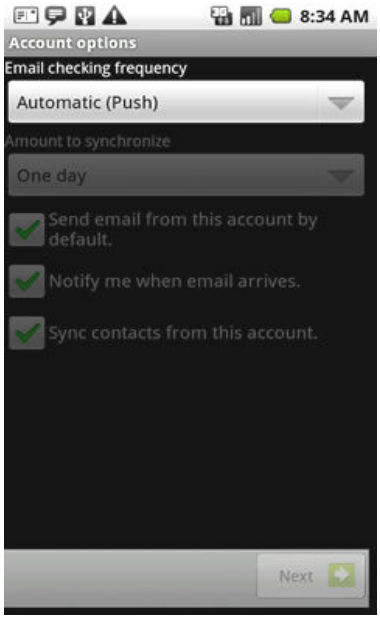
the domain would be **pacific**, the user name is your **PUNetID**, and the server is **webmail.pacificu.edu**



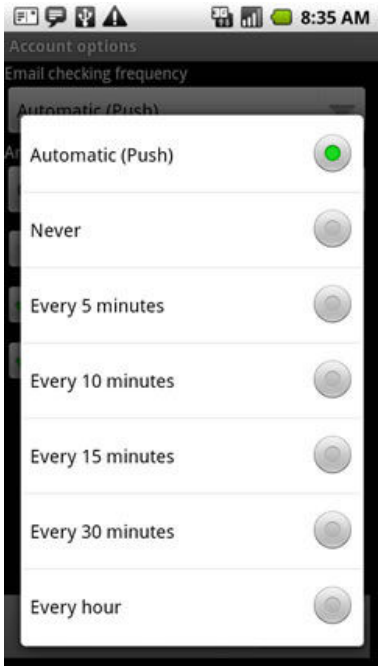
If desired, ensure *Use secure connection (SSL)* and *Accept all SSL certificates* are checked then click **Next**.



Touch the **Email Checking frequency** dropdown.



Touch the desired *frequency*.



Touch the **Amount to synchronize** dropdown.

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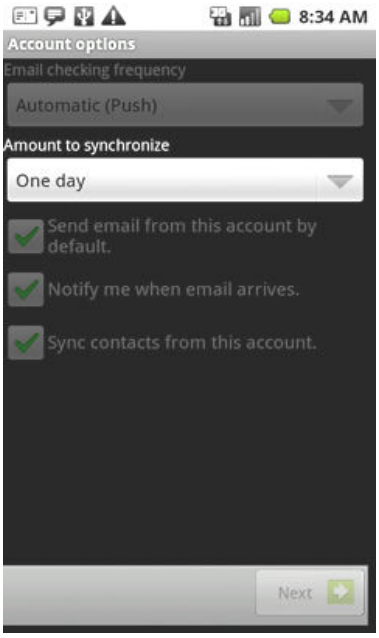
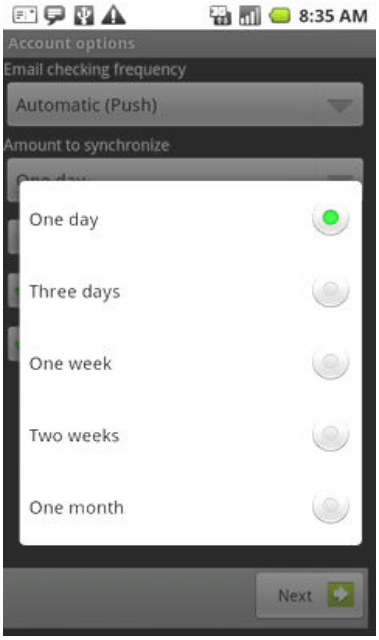


Touch the desired *amount*.



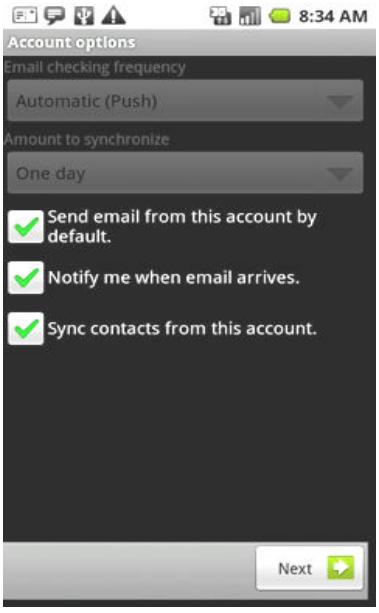
Touch the desired *account options* then touch **Next**.

The account option is enabled if a **green** check mark is present.

Send email from this account by default.

Notify me when email arrives.

Sync contacts from this account.



Enter an *account name* and *outgoing message name* then touch **Done**.

Note: Account synchronization can take several minutes. The Corporate Calendar (Menu > Corporate Calendar) must be started to initialize the calendar.

last updated 8/27/10