




Add a Microsoft Exchange ActiveSync Account

You can set up your Microsoft Exchange ActiveSync account on your phone, to sync your email, Contacts, and Task information between your phone and account.

Note: Before setting up a Microsoft Exchange ActiveSync Account, contact your company's Exchange Server administrator for information you will need while setting up the account.

1. From a Home screen, tap  Apps >  Settings >  Accounts > Add account > Microsoft Exchange ActiveSync.
2. Enter your email address in the Email address field.
3. Enter your password in the Password field. To see your password as you enter it, tap Show password.
4. Tap Manual setup and then enter your settings. You may need to consult your network administrator for this information:
 - **dccd**\username: Enter your network domain (**dccd**) and username, separated by "\".
 - Password: Enter your network access password (case-sensitive).
 - Exchange server: Enter your system's Exchange server remote email address. Email.collegeofthedesert.edu.
 - Use secure connection (SSL): Tap to place a checkmark in the box, if your system requires SSL encryption.
 - Use client certificate: Tap to place a checkmark in the box, if your system requires certification.
5. Follow the onscreen prompts to configure options for the account.
6. Tap DONE to complete setup.

Note: You can also add email accounts from the Email app.