

How to setup ActiveSync on Android devices

1. Tap on the **Email** icon.
2. Enter the following information:

Email address: Type your e-mail address email@domain.com.au

Password: Type your mailbox password.

3. Tap on the **Next** button.
4. Select **Exchange** account.
5. Specify the following **Exchange** server settings:

Domain\Username: Type NetBIOS name of Windows domain and your Windows user name *CLOUD\username* **Please contact support if you do not know your username**

Password: Type your mailbox password.

Server: Enter name of the ActiveSync server *exchange.openconnect.com.au*.

Select the **Use secure connection (SSL)** checkbox.

Leave the **Accept all SSL certificates** checkbox clear.

6. Tap on the **Next** button.
7. Specify the following account options (you can use the default values or specify the custom ones):

Email checking frequency (Automatic (Push)/Never/Every 5 minutes/Every 10 minutes/Every 15 minutes/Every 30 minutes),

Amount to synchronize (One day/Three days/One week/Two weeks/One month),

Sent email from this account by default (Yes/No),

Notify me when email arrives (Yes/No),

Sync contacts from this account (Yes/No)

8. Tap on the **Next** button.
9. Specify an account name (optional) and your name.
10. Tap on the **Done** button to complete the configuration procedure.