

ANDROID PHONE SETUP

Howdy,

You love your Android phone's flexibility, the amazing number of configurations, the apps, the interface... And along with that is the good news that Android has built-in Exchange support, and you can set it up in no time. Once you follow the steps in this tutorial, you will have your Exchange email, Exchange Calendar, and Exchange Contacts happily syncing on your Android-based device.

Step-by-step instructions

Note: These instructions have been generalized to fit most Android devices. Some of the terminologies may vary slightly with your device.

1. Open the App Drawer on your home screen and click on *email*.
2. Click on the menu button (the appearance of this button will vary between Android phones).
3. Go to *Accounts* and hit the menu button to add an account. If you have not set up any email accounts yet on this device, you will be taken straight to account creation and will not see the menu button.
4. Enter your @cvm.tamu.edu email address and your CVM password in the blanks. If prompted, select whether you want this to be your default email account, and then click *Next*.
5. At this point, your account should be automatically configured for you, but if necessary, make the following entries:
 - Select *Exchange*
 - *Domain/Username: CVM\userID*
 - *If a separate line for Domain is required: CVM*
 - *Password: your password*
 - *Exchange Server: webmail.cvm.tamu.edu*
 - Verify that SSL is turned on (it should be on by default).
6. On the next screen, you can leave the default options or change them as you wish (such as setting the *Amount to synchronize* to three days instead of one, or the frequency at which to synchronize (see warning below)).
7. Click *Next*.
8. Enter the name of the account (this is what will be displayed on your phone under Accounts), and the name you would like displayed on your outgoing email.
9. This should then take you to your email.

With an Exchange account set up on your Android phone, you will not find one built-in application to handle all of the apps in one location; instead, you have to view the email, calendar, and contacts separately. Fortunately, when you set up the email account for an Exchange server, it automatically pulls the information for calendar and contacts — as long as you've set it up to do so, and this information will be displayed in your phone's dedicated applications for them.

Battery drain warning

If you set up an Exchange account that you know has very heavy traffic, you might want to be careful about setting Automatic (Push); instead, you should set that at a more reasonable option, such as every 5 or 10 minutes. If you're not as concerned about your battery (for instance, if you have multiple means of charging your phone), go ahead and Push away!

As always, if you have any problems, or need assistance, please contact our CVM IT Helpdesk (862-4554) and we will be happy to assist you.

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