

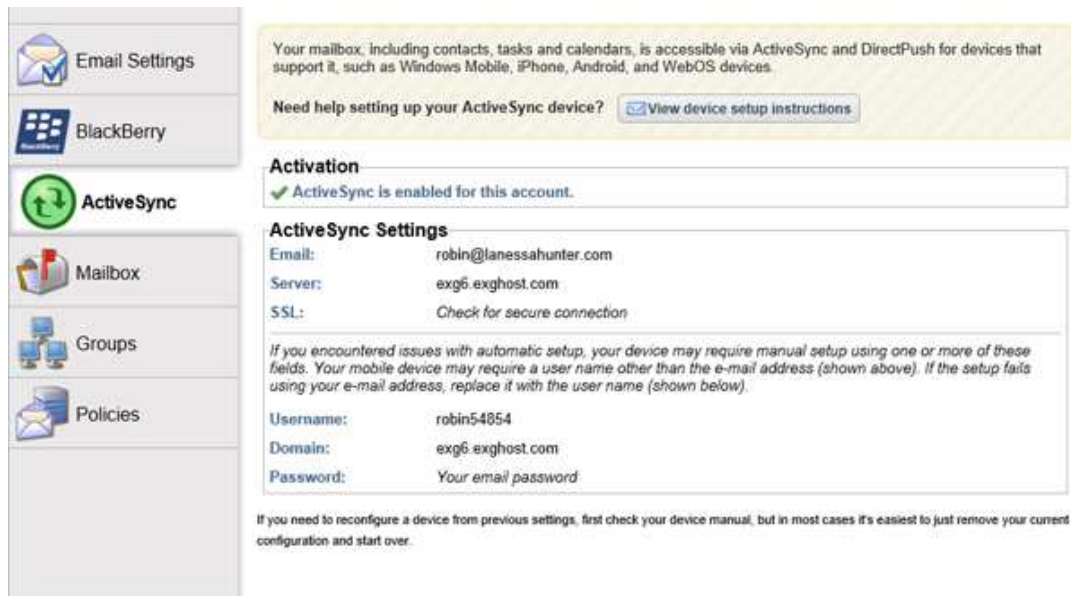
# Secure Hosted Exchange

## ActiveSync Settings

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### View ActiveSync Setting

1. From within the Tecvar Email Portal Click **Settings** under the **Exchange '10** tab.
2. Click the [ActiveSync button](#) to see if ActiveSync has been enabled for your Windows mobile device.



The screenshot shows the ActiveSync settings page in the Tecvar Email Portal. On the left is a navigation menu with icons and labels for Email Settings, BlackBerry, ActiveSync (highlighted), Mailbox, Groups, and Policies. The main content area has a yellow banner at the top stating: "Your mailbox, including contacts, tasks and calendars, is accessible via ActiveSync and DirectPush for devices that support it, such as Windows Mobile, iPhone, Android, and WebOS devices." Below this is a link: "Need help setting up your ActiveSync device? [View device setup instructions](#)". The "Activation" section shows a green checkmark and the text "ActiveSync is enabled for this account." The "ActiveSync Settings" section lists: Email: robin@lanessahunter.com, Server: exg6.exghost.com, and SSL: Check for secure connection. A note below states: "If you encountered issues with automatic setup, your device may require manual setup using one or more of these fields. Your mobile device may require a user name other than the e-mail address (shown above). If the setup fails using your e-mail address, replace it with the user name (shown below)." The settings listed are: Username: robin54854, Domain: exg6.exghost.com, and Password: Your email password. At the bottom, a note says: "If you need to reconfigure a device from previous settings, first check your device manual, but in most cases it's easiest to just remove your current configuration and start over."

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## iPhone Setup

1. Once ActiveSync services have been activated by an administrator, you may activate your iPhone.
2. Turn the iPhone ON and tap **Settings** on the [\*iPhone home screen\*](#).



3. Tap [\*Mail, Contacts, and Calendars\*](#).



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4. Tap [Add Account](#).



5. Tap [Microsoft Exchange](#).



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6. Enter the [accounts settings](#) from the ActiveSync page.

A screenshot of an iPhone's "Exchange" account setup screen. The status bar at the top shows "AT&T 3G" and "9:37 AM". The screen has a blue header with "Cancel" on the left and "Next" on the right. Below the header are five white input fields with labels: "Email", "Domain", "Username", "Password", and "Description".

7. Once the initial authentication is complete, select ON for [Mail, Contacts, and Calendars](#).

A screenshot of an iPhone's "Exchange Account" settings screen. The status bar at the top shows "AT&T 3G" and "12:18 PM". The screen has a blue header with "Cancel" on the left and "Save" on the right. Below the header are three rows, each with a service icon, a label, and a toggle switch: "Mail" with an envelope icon, "Contacts" with a person icon, and "Calendars" with a calendar icon. All three toggle switches are currently in the "ON" position.

8. When you are done, tap **Save**.



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## Android Activation

1. Once ActiveSync services have been activated by an administrator, you may activate your Android device.
2. Turn the Android ON.
3. From the main screen, select the menu button (4 horizontal lines) on the device. Tap **Settings**.
4. Tap **Accounts & sync**.
5. Tap the **Add Exchange/Corporate Account** button at the bottom of the screen.
6. Enter an e-mail address and password, and then tap the **Next** button to get to the advanced settings.
7. The advanced settings screen will vary depending on the device manufacturer. Some have the domain name in a separate field, while others have it as part of the user name, i.e. domain\userID. (**Note: For the Samsung Epic/GalaxyS/Vibrant/Captivate/Fascinate device, use the user's e-mail address instead of the ActiveSync ID.**) Depending on which you have, do the following:
  - **Separate domain name:** Enter the domain name as exgX.exghost.com where X is the number in the domain name listed under the user's ActiveSync settings.
  - **Combined domain name & user name field:** Enter the domain name using the short version of the name. For example, use **exgX\username** instead of **exgX.exghost.com\username**. where X is the number in the domain name listed under the user's ActiveSync settings.
8. Enter their e-mail password, server name (i.e., exg6.exghost.com), and select the **Use Secure Connection/SSL** check box. Tap the **Next** button.
9. For account options, the default settings are sufficient, but the customer may adjust the options to their preferred use. Only up to 1 month (30 days) of e-mail can be synchronized. Tap the **Next** button.
10. Name the account. Again, this is the customer's option. Tap the **Done** button.
11. Setup is complete. This will also configure the synchronization of the calendar and contacts.
12. Customer may go into the e-mail application, select the menu key (4 horizontal lines), and then tap **Account Settings** to create a signature and configure notifications.
13. Note that the native e-mail application will push to the inbox folder automatically. To get the latest data (refresh), you will need to open each subfolder. To get the latest data (refresh), you will need to open each subfolder.