

Installing Exchange ActiveSync on an Android Tablet

All Android tablets support Exchange ActiveSync to some degree via the provided email application.

1. Start by opening Applications on the tablet and clicking the Email application¹...



2. Enter your username and password for the Exchange account, then click "Next"...

🧿 Set up e	mail	民 Manual setup	> N	ext
	You can configure email for most accounts in a few steps			
	<username>@njcu.edu</username>			
	Show password			

¹ The examples shown are from a Samsung Galaxy 10.1tablet. Application icons and dialog presentation and dialog order may be different on other Android tablets but the basic process and information for setup will be the same.

3. You must allow the server to control security on your tablet in order to use ActiveSync. If you agree, click "OK".



4. Confirm that you have agreed to allow NJCU's Exchange server to control the following security parameters of your tablet by clicking "Activate"...

Activate device administrator?				
o Email				
Server webmail.exchange.njcu.edu must be able to remotely control some security features on your device				
Activating administrator will allow Email to perform the	he following operations:			
Erase all data Erase the tablet's data without warning, by perf reset	orming a factory data			
 Set password rules Control the length and the characters allowed in passwords 	n screen-unlock			
Monitor screen-unlock attempts Monitor the number of incorrect passwords entered when unlocking the screen, and lock the tablet or erase all the tablet's data if too many incorrect passwords are entered				
 Lock the screen Control how and when the screen locks 				
Set lock-screen password expiration Control how frequently the lock-screen password must be changed				
 Set storage encryption Require that stored application data be encrypted 				
Password recovery Allows recovery of the password needed to unlock device				
Attachment control Allows control of email attachment downloads				
Activate	Cancel			

5.	Enter the exchange server	settings, then	click "Next"
		a /	

0	Exchange server settings				Previous	> Next
	Domain\user name	root\ <username></username>				
	Password	•••••				
	Exchange server	webmail.exchange	e.njcu.edu\owa			
	Use secure conn	ection (SSL)				
	Accept all SSL ce	rtificates				
	Use client certif	ïcate		Uncheck these two		
	Mobile Device ID	SAMSUNG01421629732	Client certificate	boxes.		
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6. Modify/Configure Email client as desired, then click "Next"...

0	Account options		🗸 Previous 💙 Next
	Peak schedule	Push	4
	Off-peak schedule	Push	
	Period to sync Email	3 days	
	Emails retrieval size	2 KB	A
	Period to sync Calendar	2 weeks	_
	Send email from this	account by default	
	Notify me when ema	l arrives	
	Sync Contacts		
	Sync Calendar		
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7. Depending on your personal security settings, ActiveSync may ask you to update a security parameter. Click "OK" to continue setup. Clicking "Cancel" will cancel the entire setup process.



8. In this instance, ActiveSync is requiring the use of a password to Unlock the tablet. Select a preferred security option "PIN" or "Password".

O Unlock selection	
Unlock selection	
Configure lock screen	
Off Disabled by remote device administrator	
Unsecure Disabled by remote device administrator	
Pattern Disabled by remote device administrator	
PIN Enter PIN to unlock screen	
Password Enter password to unlock screen	
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NOTE: <u>Be sure to remember this password or PIN!</u> You have given ActiveSync and the NJCU Exchange server permission to lock the tablet remotely, *and to erase all data from the tablet if too many attempts are made*.

9. Enter a name for this account setup. Use "NJCU Exchange" to quickly identify this account among other email accounts you may have, then click "Done".

Set up email	🗸 Done
Your account is set up, and email is on its way!	
Give this account a name (Optional)	
NJCU Exchange	

10. In a minute or two the application will present the contents of your Exchange Inbox folder...

