

## Setup Exchange (Work) Email On My Samsung Galaxy

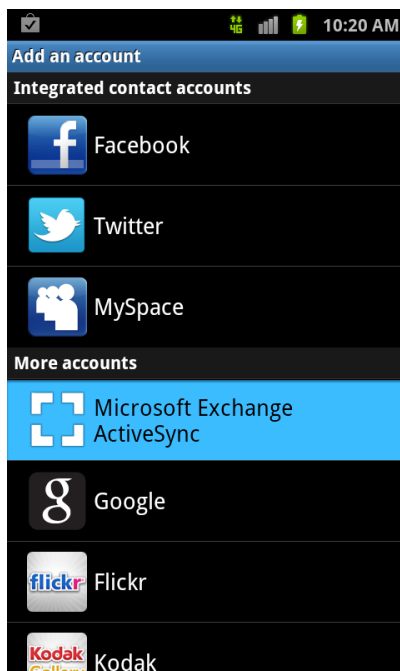
### Exchange ActiveSync® Email Setup

You will need the following information to set up ActiveSync:

- **Email Address**
- **Username**
- **Password**
- **Domain Name: corporate**
- **Server Address: orion.compconnectioninc.net**

### Add ActiveSync® Account

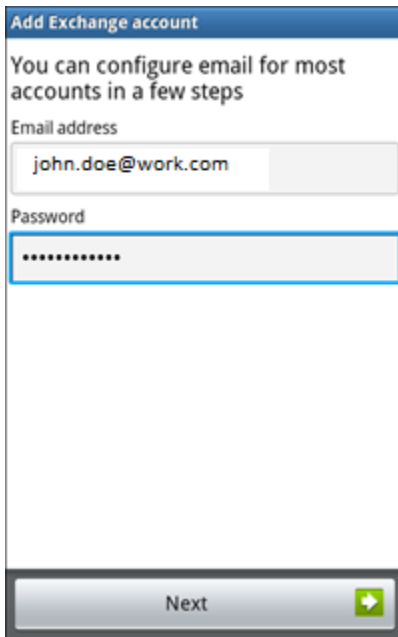
1. From the Home screen, touch **Applications**  > **Settings** > **Accounts and sync** > **Add account**. Touch **Microsoft Exchange ActiveSync**.



## Setup Exchange (Work) Email On My Samsung Galaxy

2. Enter your email address in the first box, then touch the **Password** box and enter your password.

Touch **Next**.



Add Exchange account


You can configure email for most accounts in a few steps

Email address

john.doe@work.com

Password

.....

Next 

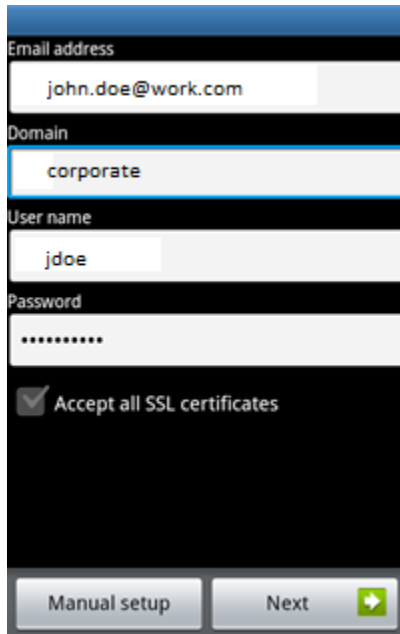
## Setup Exchange (Work) Email On My Samsung Galaxy

3. Review the message screen that is displayed. You can uncheck the **Always show** option, and then touch **OK** or **Yes**, to continue with the account set up.



4. Your device will attempt to automatically find the additional details needed to set up your account. If it is successful, you will skip to Step 9. If it cannot automatically find the additional details needed, you will see the following screen.

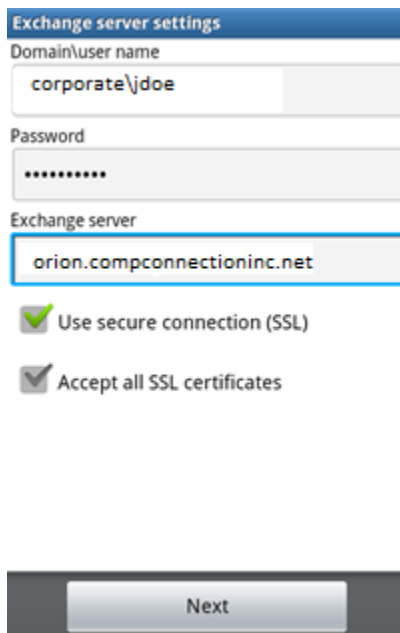
## Setup Exchange (Work) Email On My Samsung Galaxy



- 5.
6. Enter your **Domain corporate**.
7. Touch the **Manual Setup** box and edit the Exchange server name if necessary. Touch the **Back**



key to see the additional options available.

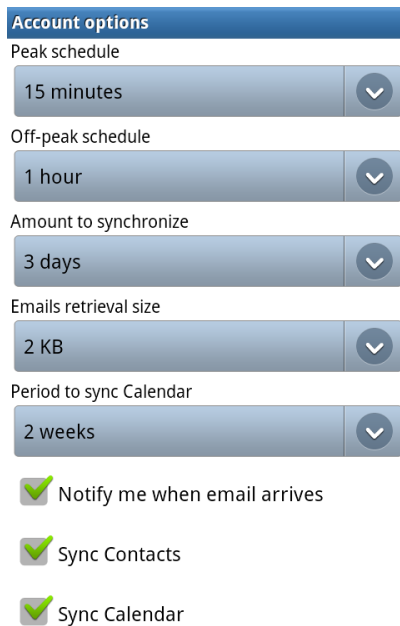


## Setup Exchange (Work) Email On My Samsung Galaxy

8. Mark any additional options that your Exchange server may require and touch **Next**.
9. The **Account options** screen allows you to select the following ActiveSync options:
  - **Peak schedule:** Choose how often your device should connect to the Exchange server to get email during peak business hours. Choose **Push** to have email delivered to your device as soon as it arrives on the server.
  - **Off-peak schedule:** Choose how often your device should connect to the Exchange server to get email during off-peak business hours. Choose **Push** to have email delivered to your device as soon as it arrives on the server.
  - **Amount to synchronize:** Choose the time period that your device should keep in sync.
  - **Emails retrieval size:** Set an email size limit. Your device will only download the headers for emails that exceed this limit. When you open the message you will be able to download the entire message.
  - **Period to sync Calendar:** Choose the time period that your device should keep in sync.
  - **Notify me when email arrives:** Mark this option to have your device notify you that you have new email messages.
  - **Sync contacts:** Mark this option to synchronize your contacts to your device.
  - **Sync calendar:** Mark this option to synchronize your calendar to your device.

## Setup Exchange (Work) Email On My Samsung Galaxy

10. Touch **Next**.



**Account options**

Peak schedule  
15 minutes

Off-peak schedule  
1 hour

Amount to synchronize  
3 days

Emails retrieval size  
2 KB

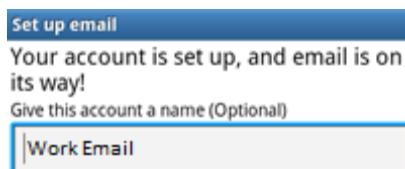
Period to sync Calendar  
2 weeks

Notify me when email arrives

Sync Contacts

Sync Calendar

11. Enter a name for the account. This will help you easily identify this account if you add additional email accounts to your device. Then touch **Done**.

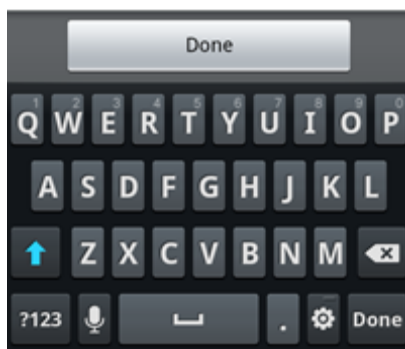


**Set up email**

Your account is set up, and email is on its way!


Give this account a name (Optional)

Work Email





## Setup Exchange (Work) Email On My Samsung Galaxy


12. You will be taken back to the **Add account** screen. If you have additional accounts, you add

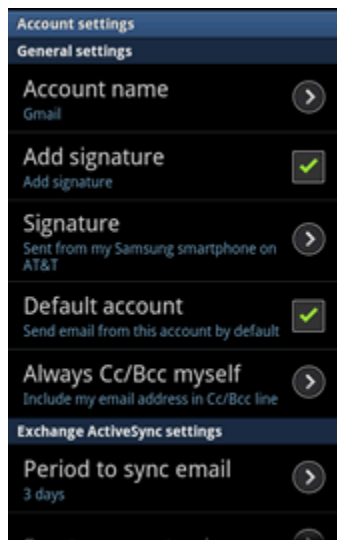
them now; if not, touch the **Back**  key to return to the **Accounts and sync** screen.

If you do not know the above information, please contact your company's IT department or contact your email service provider COMP-Connection, Inc. (408)848-1137 or email support@ccitech.com.

## Edit Email Account Settings

1. Touch **Applications**  > **Email**  and, if you have more than one email account set up on your device, touch your ActiveSync account in the list.

2. Touch the **Menu**  key > **More** > **Account Settings**.



- **Account name:** Displays the account display name.
- **Amount to synchronize:** Defines the sync range that your device should receive and keep messages for.
- **Default account:** Assign this account as the default account used for outgoing emails.

## Setup Exchange (Work) Email On My Samsung Galaxy

- **Out-of-office settings:** Set your account to send out-of-office auto-replies.
- **Empty server trash:** Delete your email account's server trash remotely.
- **Sync schedule:** Allows you to define your email sync schedule.
- Email Size
- **Security policy list:** Display a list of your current email account security policies.
- **Email notifications:** Checking this box will cause an email notification icon to appear within the notifications panel and the status bar when a new message for this account is received.
- **Select ringtone:** Assigns a custom ringtone to be played when this account receives new messages.
- **Vibrate:** Defines when a vibration should be used upon receiving a new message for this account.
- **Exchange server settings:** Adjusts the incoming email server details.
- **Sync Contacts:** Turn on contacts synchronization.
- **Sync Calendar:** Turn on calendar synchronization.
- **Period to sync Calendar:** Defines the period for your device to sync calendar events.
- **Add signature:** When checked, your device will automatically add the signature in the setting below to all outgoing messages for this account.
- **Signature:** Allows you to customize an email signature for your outgoing email messages.

## Synchronizing Your Microsoft Exchange ActiveSync Account

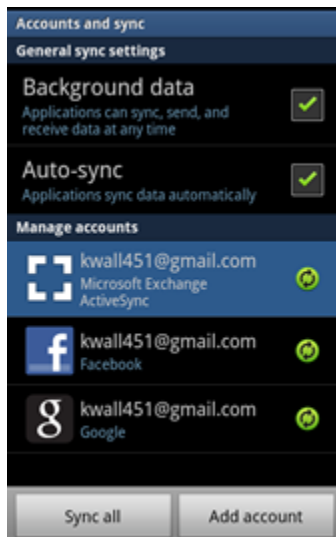
You can adjust your Exchange ActiveSync account settings to change the content that is synchronized to your device.

1. From the Home screen, touch **Applications**  > **Settings** > **Accounts & sync**.

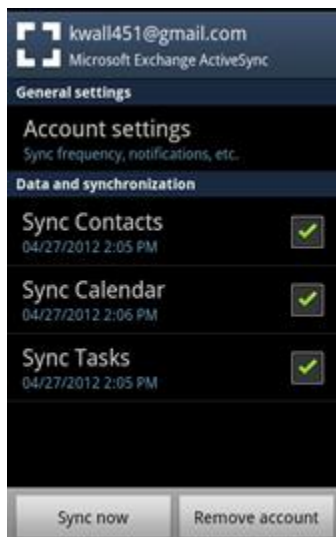


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2. Touch the Microsoft Exchange ActiveSync account to view and edit your account's settings.



3. Mark or unmark the content you want to synchronize. A green checkmark indicates the content will be synchronized.

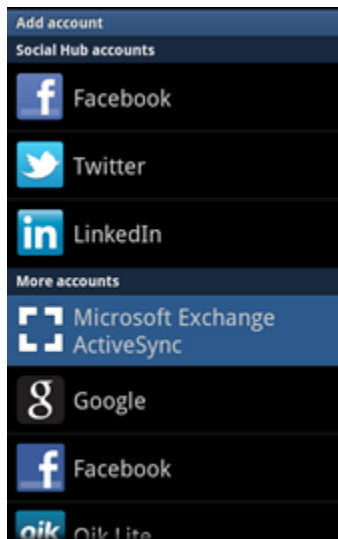


## Adding Additional Microsoft Exchange ActiveSync Email Accounts

1. From the Home screen, touch **Applications**  > **Settings** > **Accounts and sync**.


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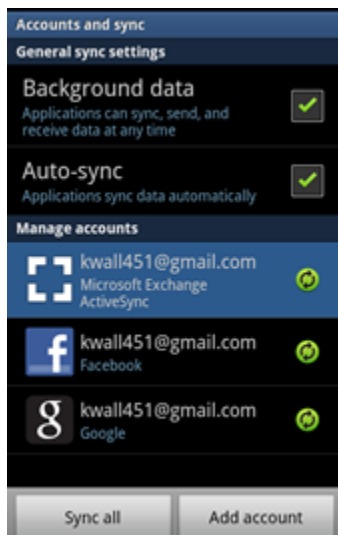
2. Touch **Add account > Microsoft Exchange ActiveSync.**



3. Follow the onscreen prompts to add another Microsoft Exchange ActiveSync email.

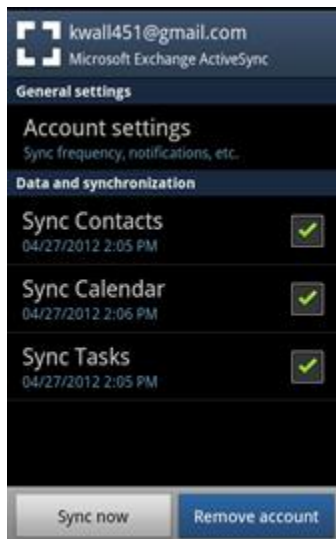
## Delete an Email Account

1. From the Home screen, touch **Applications**  > **Settings > Accounts and sync.**
2. Touch the Microsoft Exchange ActiveSync email account you want to delete.

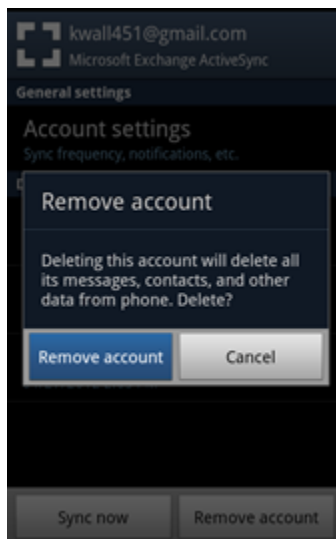


## Setup Exchange (Work) Email On My Samsung Galaxy

3. Touch **Remove account**.



4. Review the warning messages and touch **Remove account** again.



**Warning!** Removing this account will delete all of its messages, contacts, and other data from the mobile device.