

**HOW TO: Configure Android Device to Synchronize Apex-Hosted Mail**

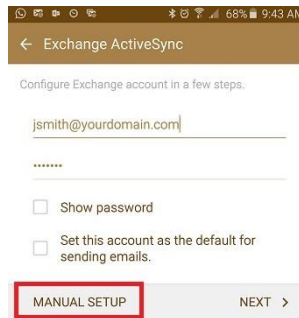
This article covers how to configure your Android device to synchronize with your Apex-hosted mail account. Apex uses Microsoft Exchange for your hosted mail services.

**Information required to setup your email on Android device.**

- 1) **Email:** Your Full email address.
- 2) **Domain:** This must be set to "APEX"
- 3) **Exchange Server:** webmail.apexcloudservices.com
- 4) **Username:** The username that you use to login to Apex-Hosted system (Note: This will be in the format of First Initial and Last Name. This is usually the same as the name before the @ in your email address)
- 5) **Password:** The password that you use to login to Apex-Hosted system.

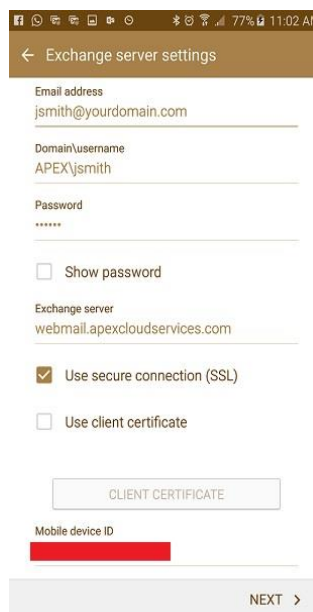
**Configuration on Android device**

- 1) On your Android device, open Apps and locate **Settings -> Accounts -> Add Account -> Microsoft Exchange ActiveSync**
- 2) Enter in the following information as requested. (See Figure 1):
  - **Email:** Your full email address
  - **Password:** The password that you use to login to our system
  - **Tap Manual Setup**



**Figure 1**

- 3) Enter additional information as requested. (See Figure 2):
  - **Domain:** This must be set to "APEX" (Note: Some device may have separate fields for Domain and Username. If it is combine please use backslash before username i.e APEX\jsmith)
  - **Username:** The username that you use to login to our system (Note: This will be in the format of First Initial and Last Name. This is usually the same as the name before the @ in your email address)
  - **Password:** The password that you use to login to our system
  - Make sure **Use secure connection (SSL)** is checked.
  - **Tap Next**



**Figure 2**

4) Your Android device will now try to locate the mail server. (See Figure 3):

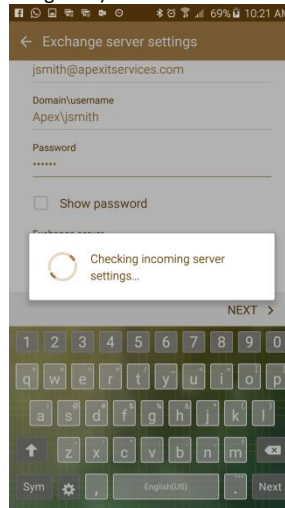


Figure 3

5) If connection is made successfully it will prompt you with Remote security administration tap OK (See Figure 4):

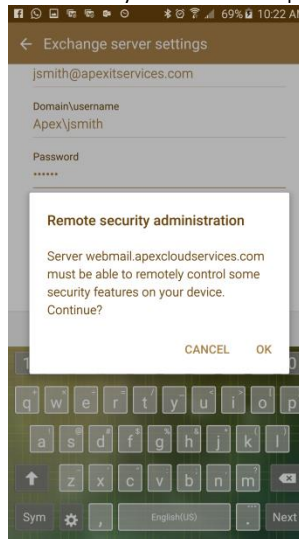


Figure 4

6) Choose which content you would like to synchronize: Mail, Contacts, and Calendars. By default SMS\Sync Message is checked, uncheck the option. Tap **Next** when finished. (See Figure 5) You can modify these settings at any time by tapping Apps->Settings -> Accounts -> Microsoft Exchange ActiveSync, selecting your account.

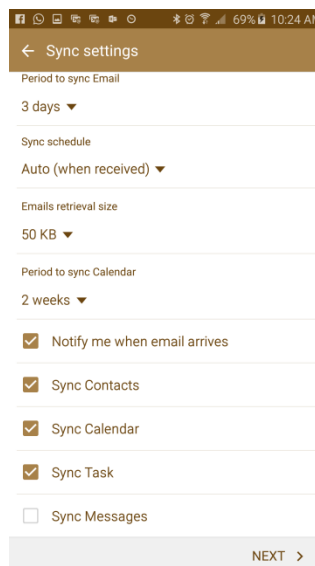


Figure 5

7) Give this account a unique description, tap **Done** when finished. (See Figure 6):



**Figure 6**