

General Android device instructions for Exchange Faculty/Staff

Motorola Android Devices:

From the main screen, go to **Settings, Accounts** (or the “**My Accounts**” app from your full list of apps)

Tap **Add Account**

Tap **Corporate** or **Corporate Sync**

Enter the following if you are asked for that specific field (enter your actual username and password):

Domain\Username: buad\username

Domain: buad

Username: username

Password: Password

Place a check mark in “Use secure connection”

Email Address: username@bloomu.edu

Server: webmail.bloomu.edu

Next

Done

Please give it up to approximately 15 minutes to do the initial sync.

HTC Android Devices:

From the main screen, go to **Settings, Accounts & Sync**

Tap **Add Account**

Tap **Exchange Activesync**

Enter the following if you are asked for that specific field (enter your actual username and password):

Domain: buad

Username: username

Password: Password

Place a check mark in “This server requires an encrypted SSL connection”

Email Address: username@bloomu.edu

Server: webmail.bloomu.edu

Next

Finish Setup

Please give it up to approximately 15 minutes to do the initial sync.