

Set Up Exchange E-Mail on an Android Mobile Phone or Android Tablet

1. From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android.
2. Type your full e-mail address, for example tony@contoso.com, and your password, and then select **Next**.
3. Select **Exchange account**. This option may be named Exchange ActiveSync on some versions of Android.
4. Enter the following account information and select **Next**.
 - **Domain\Username** Type your full e-mail address in this box. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty and type your full e-mail address in the **Username** box.

 **Note:**

On some versions of Android, you need to use the domain\username format. For example, if your e-mail address is tony@contoso.com, type contoso.com\tony@contoso.com. Your username is your full e-mail address.

- **Password** Use the password that you use to access your account.
 - **Exchange Server** Use **Outlook.forsyth.k12.ga.us** as the Server Name.
5. As soon as your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:
 - **Email checking frequency** The default value is Automatic (push). When you select this option, e-mail messages will be sent to your phone as they arrive. **Amount to synchronize** This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.
 - **Notify me when email arrives** If you select this option, your mobile phone will notify you when you receive a new e-mail message.
 - **Sync contacts from this account** If you select this option, your contacts will be synchronized between your phone and your account.
 6. Select **Next** and then type a name for this account (ex: Work Email) and the name you want displayed when you send e-mail to others. Select **Done** to complete the e-mail setup and start using your account.

You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive e-mail.

Set Up Microsoft Exchange E-Mail on an Apple iPhone, iPad, or iPod Touch

1. Tap **Settings > Mail, Contacts, Calendars > Add Account**.
2. Tap **Microsoft Exchange**.
3. You don't need to enter anything in the **Domain** box. Enter the information requested in the **Email**, **Username**, and **Password** boxes. You need to enter your full e-mail address in the **Email** and **Username** boxes (for example, susie@forsyth.k12.ga.us).
4. Tap **Next** on the upper-right corner of the screen. Your iPhone will try to find the settings it needs to set up your account. Go to step 7 if your iPhone finds your settings.
5. If your iPhone can't find your settings, you'll need to manually enter **Outlook.Forsyth.K12.ga.us** in the **Server** box, and then tap **Next**.
6. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, and Calendar information are synchronized.

Set Up E-Mail on a BlackBerry

1. From the BlackBerry home screen, click **BlackBerry Setup** > **Set up Internet E-mail** > **Add An Email Account**.
2. Type your e-mail address and password, and then click **Next**.
3. Your BlackBerry will try to set up your e-mail account automatically. If setup completes successfully, skip to the next step. If your e-mail account can't be configured automatically, do the following:
 - a. Click **I will provide the settings to add this email account**.
 - b. Scroll down, and then click **Next**.
 - c. Select **Internet Service Provider Email (POP/IMAP)**, and then click **Next**.
 - d. Type your full e-mail address for your user name (for example, susie@forsyth.k12.ga.us).
 - e. Scroll down and type the name of your e-mail server **Outlook.forsyth.k12.ga.us**
 - f. Click **Next**.
 - g. Enter the name of the outgoing server. For information about how to find your outgoing (SMTP) server name, see [How do I find the server settings?](#) later in this topic.
4. Click **OK** to complete the setup.

Set Up E-Mail on a Nokia (Symbian) Mobile Phone

1. On the **Applications** menu, select **Applications > Mail**.
2. Select **Create a new mailbox** to start the setup wizard.
3. Accept the Nokia terms of service and select **Start**.
4. Select **Mail for Exchange** from the list of available account types, and then enter the following information:
 - a. In the **Password** box, enter your account password.
 - b. In the **Username** box, enter your user name, for example, susie@forsyth.k12.ga.us.
 - c. In the **Domain** box, enter your domain **forsyth.k12.ga.us**.
 - d. Select **Next** to continue. The setup wizard will try to automatically set up your e-mail account.
5. If the wizard is able to set up your account, go to the next step. If this process can't be completed automatically, you'll need to enter your Exchange server name manually. In the **Mail for Exchange server name** box, enter **Outlook.forsyth.k12.ga.us** Select **OK** when Mail for Exchange informs you that it isn't recommended to use multiple methods to synchronize your contacts with your phone.
6. Choose whether you want to synchronize your Calendar, Contacts, and Tasks by selecting the appropriate options and then selecting **Next**.

 **Note:**

Tasks are called to-do notes on the mobile phone.

7. If there are existing contacts stored on the mobile phone, the setup wizard will ask you whether you want to keep the contacts on the phone or delete the existing contacts on the phone. Select either **Keep on phone** or **Delete from phone**. Once you've made this selection, synchronization will begin. It may take a few minutes for your messages, contacts, calendar, and task information to appear.

Set Up Exchange ActiveSync E-Mail on Windows Phone

1. On **Start**, swipe left to the **App** list, select **Settings**, and then select **Email + accounts**.
2. Select **Add an account > Outlook**.
3. Enter your e-mail address and password and select **Sign in**. Windows Phone will try to set up your e-mail account automatically. If setup completes successfully, skip to step 6.
4. If your e-mail account can't be set up automatically, you'll see the message, "We couldn't find your settings". Select **Advanced**. You'll need to enter the following information:
 - a. **E-mail address** This is your full e-mail address, for example susie@forsyth.k12.ga.us.
 - b. **Password** This is the password for your e-mail account.
 - c. **User name** This is the user name you use when logging in your e-mail account
 - d. **Domain** forsyth.k12.ga.us
 - e. **Server** Outlook.forsyth.k12.ga.us
 - f. Select **Show all settings** and make sure the **Server requires encrypted (SSL) connection** box is selected.
5. Select **Sign in**.
6. Select **OK** if Exchange ActiveSync asks you to enforce policies or set a password.