How to set up the native mail client on Android 6.x and ActiveSync devices

**Before you start:** If you have never done so, sync your UIS Password to the Blue Active Directory by running through the Change Password procedure using the UIS Password Management app at password.csx.cam.ac.uk. You can keep using your current password – the important part is that you run through the process one time only in order to trigger the sync with Blue, and then onwards to Azure, Microsoft’s Active Directory which ultimately controls your access to Exchange Online services. **It may take up to 3 hours for your password to sync to Azure. You can’t complete the Exchange Online configuration until your UIS Password has synced with Azure,** and will get error messages when you try to log in. These errors will stop once your password has synced.

1. Tap the **Settings** icon

2. Tap **Accounts**

3. Tap **Microsoft Exchange ActiveSync Settings**

4. Tap the + symbol

5. **Enter sign-in details**

   - Your **Username** is your **CRSid@cam.ac.uk**
   - Your **Password** is your **UIS Password**
   - Tick the **Set as default account** checkbox
   - Tap **MANUAL SETUP** to continue.

6. Tap **MICROSOFT EXCHANGE ACTIVESYNC**
7. Configure the settings as follows:
   - **Email address** = CRSid@cam.ac.uk
   - **Domain\user name** = CRSid@cam.ac.uk
   - **Password** = your UIS Password
   - **Exchange server** = outlook.office365.com
   - **Use secure connection** = [tick]
   - **Use client certificate** = [untick]

Click **NEXT >**

8. You will then see an alert asking you to continue if you agree to remote administration of some security features on your device:

If you agree, click **OK**.

9. Configure the **Account options** as you wish. You will probably want to review the following:
   - **Period to sync Email**: [as appropriate]
   - **Sync schedule**: Push
   - **Peak schedule**: Push
   - **Email retrieval size**: [as appropriate]
   - **Period to sync Calendar**: [as appropriate]
   - **Set as default account**: [tick]
   - **Notify me when email arrives**: [untick]
   - **Sync Email**: [tick]
   - **Sync Contacts**: [tick]
   - **Sync Calendar**: [tick]
   - **Sync Task**: [tick]
   - **Sync SMS**: [tick]
   - **Automatically download attachments when Connected to a Wi-Fi network**: [untick]

Tap **NEXT >**
10. You can now assign a name to this account if you wish; the default is your email address:

   ![Image](image1.png)

   Tap **DONE**.
   Your new account should soon be ready to use.

11. If you previously had an Exchange Account set up on your device that has now been migrated, you will want to remove that from your device.

   To do this, navigate to the **Sync settings** screen by tapping:

   **Settings > Accounts > Microsoft Exchange ActiveSync > Settings**

12. Tap to select the old Exchange Account you have migrated *from*, and tap the menu icon:

   ![Image](image2.png)

   Tap **REMOVE ACCOUNT**.
   It takes a minute, but then you’re done.

13. Tap **Remove account**:

   ![Image](image3.png)

14. You will see a warning dialog box:

   ![Image](image4.png)