Microsoft Exchange ActiveSync Setup

Last Updated 8/31/15

For iOS devices (iPad, iPhone)

**Step 1**: Using any apple device with at least software version 2.0 or later, tap the **Settings** button.

**Step 2**: Select **Mail, Contacts, Calendars**
Step 3. Select **Add Account**

Step 4. Select **Exchange**
Step 5.

a) Enter your nvcc.edu username with
   “@mail.nvcc.edu” afterwards.
   Ex. username@mail.nvcc.edu

b) Enter your password.

c) Click Next

The server information box will appear, along with domain, username, and password.
Step 6.

a) Now erase “mail.” from the email field, so that your email address appears normally as username@nvcc.edu
b) In Server field, enter mail.nvcc.edu
c) The domain box should be left empty.
d) Enter your username into the username box, but with “nvcc\” just before it.
   Ex. nvcc\username
e) Your password should be entered as before.
f) After all of this is completed, click Next

***If the above instructions do not work for this step, try doing everything the same EXCEPT:

g) In the domain field, enter nvcc.edu
h) Remove the “nvcc\” in the username field and just leave your username

Step 7. Click the Save button.
Step 8. While in the Settings Menu, you should verify that SSL is enabled by clicking the newly added Exchange Account and then Advanced Settings. By default, SSL should be enabled. If not, you will need to turn on SSL to access your NVCC email.

Step 9. You may now access your college email from your iPhone or iPad. It is highly recommended that you connect to a wi-fi network BEFORE opening mail for the first time.
Microsoft Exchange ActiveSync for Android

Since Android devices vary, these directions are a general guideline for the appropriate settings and possible screen prompts you will receive.

1. Tap Settings > Accounts > Add account > Email.

2. On the Email Accounts screen, enter your full email address - username@nvcc.edu and your password, and then tap Manual setup.

3. On the Exchange server settings page, ensure the following fields are completed:
   a. Email Address - username@nvcc.edu
   b. Domain\Username – username@nvcc.edu
   c. Password – Ensure your email password is entered (it should already have been defaulted based on your previous entry)
   d. Exchange Server – mail.nvcc.edu
   e. Make sure the Use secure connection (SSL) checkbox is checked, then tap Next.
f. You may receive a Remote Security Administration prompt advising you that “Server mail.nvcc.edu must be able to remotely control some security features on your phone. Continue?” -- Tap OK

g. You will then be prompted to personalize your account options as desired.

h. You may receive another security prompt to Activate Phone Administrator. If so, please review conditions and if you accept, click ACTIVATE

i. You will receive a prompt stating that your account is setup and ready to send and receive. Click Next

If you have any issues with these directions, please contact the IT Help Desk for assistance.