

Setting Up ActiveSync on Android Devices

Please note that there are numerous Android devices available and that instructions for connecting these devices can vary by model. These instructions are provided as a guide and to provide server information. Further assistance is available at the Help Desk if needed.

1. Tap the application tab.
2. Tap Email
3. Enter your e-mail address and password and tap Next.
4. Tap the Exchange button.
5. In the Domain\Username field, make sure it looks like this: longwood\<username>
6. In the server field type: owa.longwood.edu.
7. Tap Next.
8. On the Remote security administration window pop up, tap OK.
9. On the account options screen, change the settings to your preference and tap Next.
 - a. Options are: Email checking frequency, Amount to synchronize, Send email from this account by default, Notify me when email arrives, Sync contacts from this account, Sync calendar from this account.
10. Change the account color to your preference and tap Next.
11. Give the account a name if you wish and tap Done.
12. On the Activate device administrator screen tap Activate.
13. Choose to set up either a pin or password.