General Settings for MIT Exchange via ActiveSync

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> ⚠ This article refers to Exchange Email and Calendaring. If you're looking for Office 365 Email and Calendaring, see: [istcontrib:Office 365 - Email and Calendaring Landing Page].
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> If you're not sure which system you're using, see: [istcontrib:How do I tell if my email and calendaring data is on the Exchange On Prem Server or using Office 365?]

Below is a list of IS&T recommended settings for configuring Exchange on various devices. Please note that not all of these fields will be required by your particular device.

Exchange Setup

You may use the native email app or Outlook.

Account Setup

Setting	Select or Enter	Comment
Account Name	**MIT Exchange** or **MIT Email**	This is a general name for the email account on the device. You can use whichever name you prefer.
Personal Info	Your **full name** Your **email address**	Your full name, such as "John Smith", and your MIT email address, such as "username@exchange.mit.edu" or "username@mit.edu" if the first format doesn't work.

Exchange Settings

(*Always Select Manual Setup*)

Setting	Select or Enter	Comment
Account Type or Protocol	**Exchange**, **Corporate**, **Corporate Sync**, **Work Email**	
Server, Mail Server	**oa.exchange.mit.edu**	
Domain	**exchange.mit.edu**	
Username	Your **Kerberos username**	Please use your Kerberos username without @mit.edu at the end. **Note:** A number of popular Android phones, including those from Motorola and Samsung, require users to enter the domain\username rather than just the username, and should enter the information as it is listed in the step below.
Domain\Username	**exchange\username**	Please use your Kerberos username without @mit.edu at the end. **Note:** A number of popular Android phones, including those from Motorola and Samsung, require users to enter this information, however, other Android phones, such as some from HTC, require only the username.
Password	Your **Kerberos password**	

Use Secure Connection or Security Type	or **SSL**	Check to enable "**Use Secure Connection**" or for "Security Type" choose **SSL**.
Accept all SSL certificates		Please uncheck "**Accept all SSL certificates**" if presented with that option.
Certificates	Your MIT Personal Certificate	Required for some versions of Android phones. See How to download and install certificates on your Android device.

Optional Settings

Setting	Select or Enter	Comment
Email Checking frequency	**Automatic (Push)** or **Every X Minutes**	**Note:** Using the "Automatic" or "Push" option, email will be delivered to your Android device as it comes into your Exchange account. This option will use more battery power as it's constantly monitoring your Exchange account. Choosing a timed check like "Every 15 minutes" will help preserve battery.
Amount to synchronize	Choose the **number of days** of email to synchronize	
Send email from this account by default	or	Optional.
Notify me when email arrives	or	Optional.
Contacts	or	Optional. Enabling this option will synchronize the contacts from your Exchange account down to your device.
Calendars	or	Optional. Enabling this option will synchronize the calendar from your Exchange account down to your device.
Activate device administrator?	Select **Activate** if prompted	