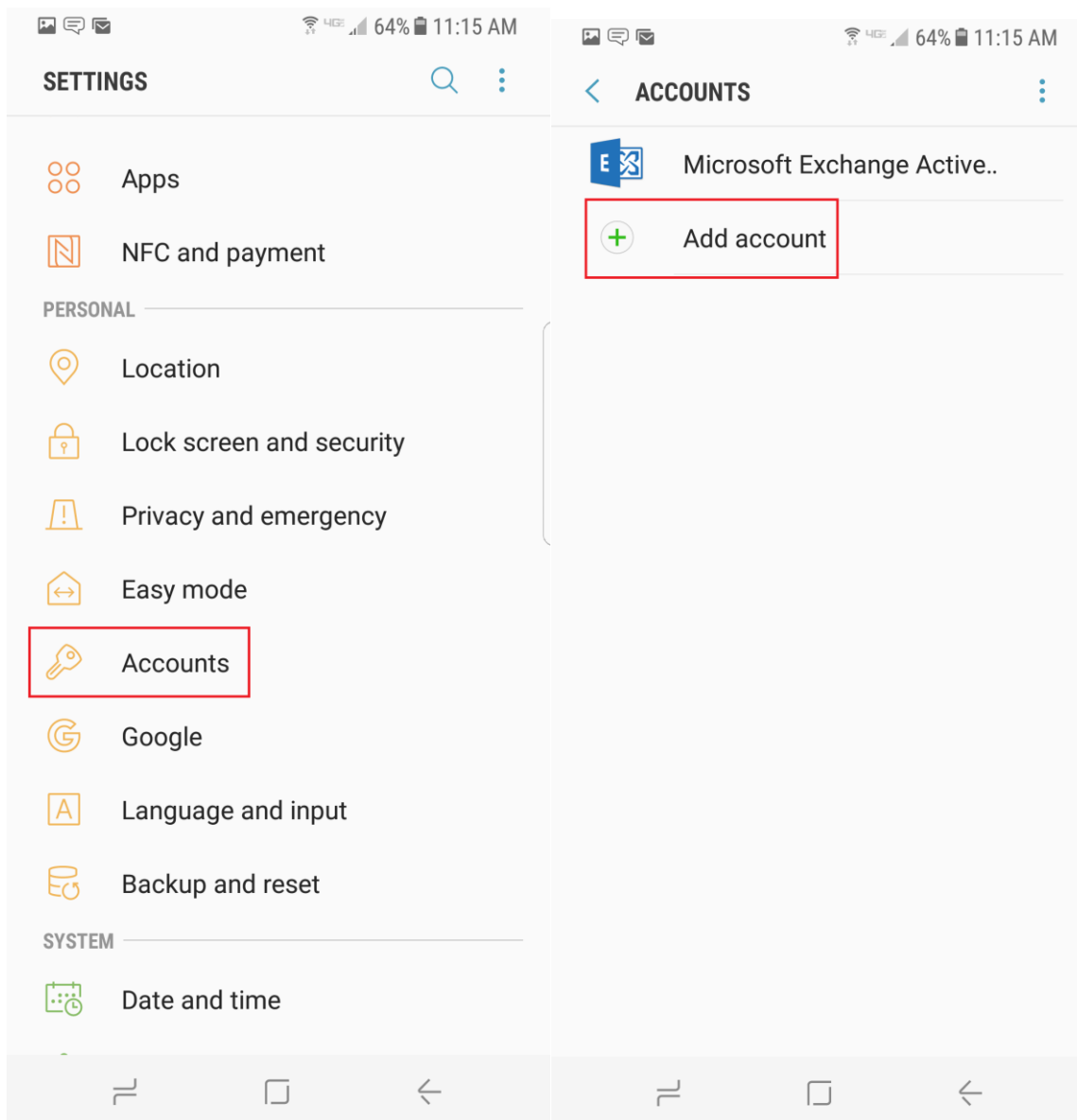


BC Faculty and Staff Email Setup Guide For Android Devices

NOTE: There are many different versions of the Android operating system. Because of this, the menus and layout on your device may appear a bit differently from what you see below. However, the settings you must enter should remain the same, regardless of the device. This setup was performed using a Samsung Galaxy device.













1) Navigate to the **Settings** menu on your device. Within the settings, should be a section for accounts. Select **Add Account** from this section.

Once here, you must choose to add a **Microsoft Exchange** account. It may appear under a variety of different names, such as: Exchange, Microsoft Exchange, Microsoft Exchange ActiveSync, or Corporate. In many cases, you will see a small square icon next to the name.





< ADD ACCOUNT

-  Samsung account ●
-  Cloud ●
-  Email ●
-  Exchange ●
-  Firefox account ●
-  Google ●
-  LDAP ●
-  LinkedIn ●
-  Microsoft Exchange ActiveS.. ●
-  Personal (IMAP) ●
-  Personal (POP3) ●
-  Prime Video ●



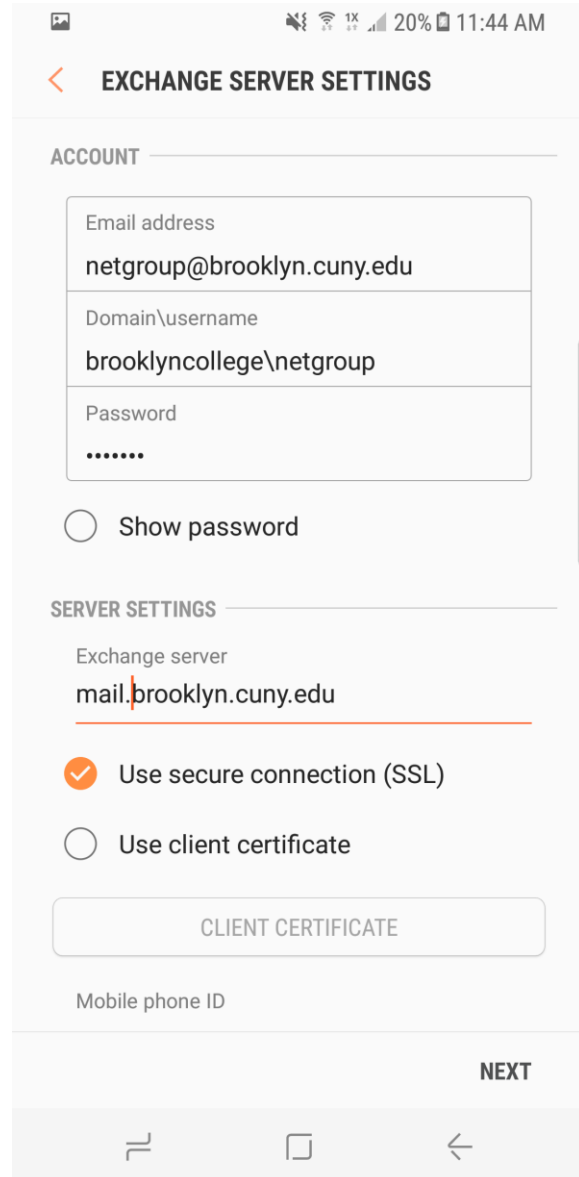
2) Enter your full Brooklyn College e-mail address and password. (e.g. JDoe@brooklyn.cuny.edu) and then select Manual Setup.

Enter the following credentials:

- **Email address:** Your full Brooklyn College email address (e.g. JDoe@brooklyn.cuny.edu)
- **Domain\Username:** • The domain is brooklyncollege (one word, no space)
- Your username is the portion of the email that comes before @brooklyn.cuny.edu
- Therefore, domain\username is: brooklyncollege\username (e.g. brooklyncollege\jdoe)

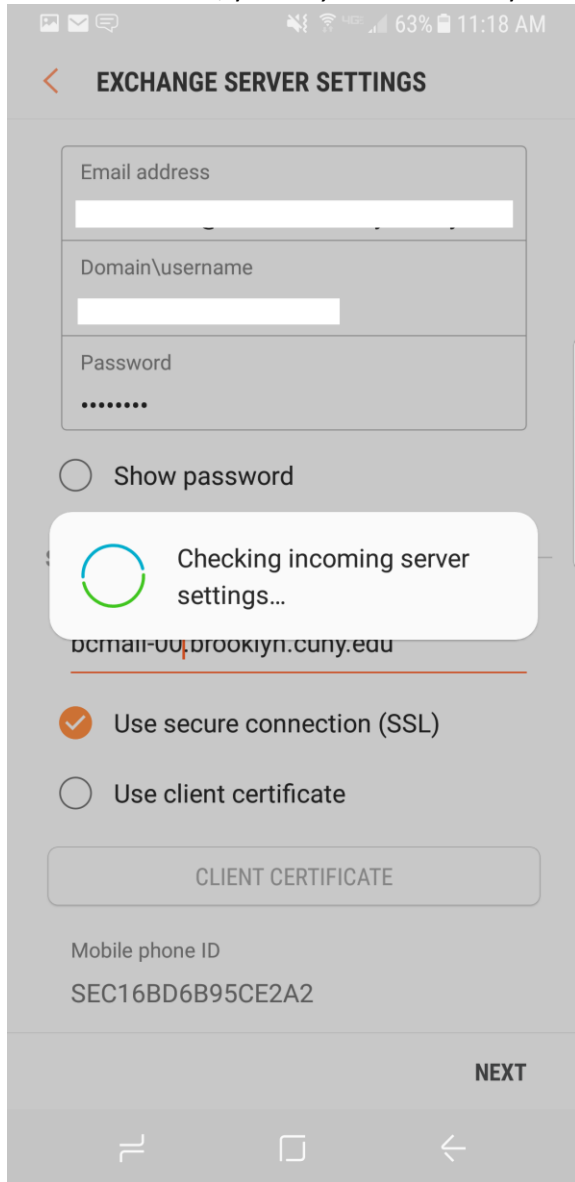
- **Password:** Your regular Brooklyn College email password
- **Exchange Server:** mail.brooklyn.cuny.edu
- Make sure that the Use secure connection (SSL) option is checked.

Scroll down a bit and, select Next to continue.



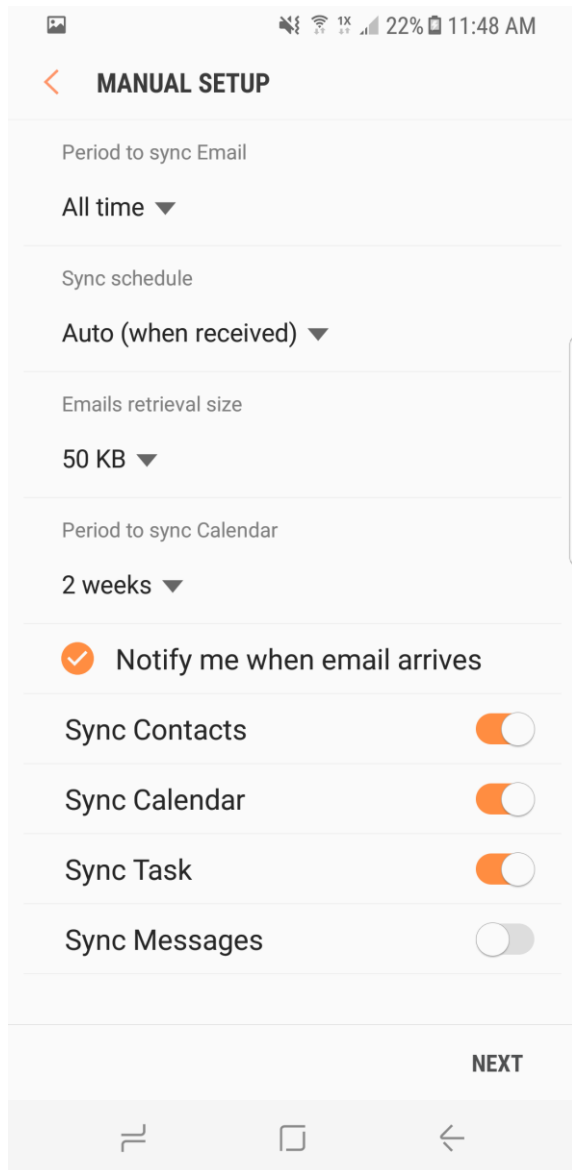
The screenshot shows the 'EXCHANGE SERVER SETTINGS' screen. At the top, there is a status bar with icons for signal, Wi-Fi, battery (20%), and time (11:44 AM). Below the title, there is a section for 'ACCOUNT' with three input fields: 'Email address' containing 'netgroup@brooklyn.cuny.edu', 'Domain\username' containing 'brooklyncollege\netgroup', and 'Password' with masked characters. Below these fields is a radio button for 'Show password'. The next section is 'SERVER SETTINGS', which includes an 'Exchange server' field containing 'mail.brooklyn.cuny.edu'. There are two radio buttons: 'Use secure connection (SSL)' which is checked, and 'Use client certificate'. Below these is a 'CLIENT CERTIFICATE' button. At the bottom, there is a 'Mobile phone ID' field and a 'NEXT' button. The bottom of the screen shows standard Android navigation icons.

3) You should see a screen appear that says “Checking incoming server settings...” Please wait for this to finish. Once it has, you *may* have a security message pop up. Press OK to continue.



4) You should now see a screen that allows you to customize your account options. The most important of these options is the **Period to sync Email**. If you would like to be able to see ALL of the past messages in your mailbox, you should set this option to sync **All** messages. If you would like to only retrieve the last 2 weeks, set this option to 2 weeks, etc... The same goes for the Period to sync Calendar option. You can also customize if you would like to sync your contacts, calendar, and tasks as well, by checking the applicable box next to each option.

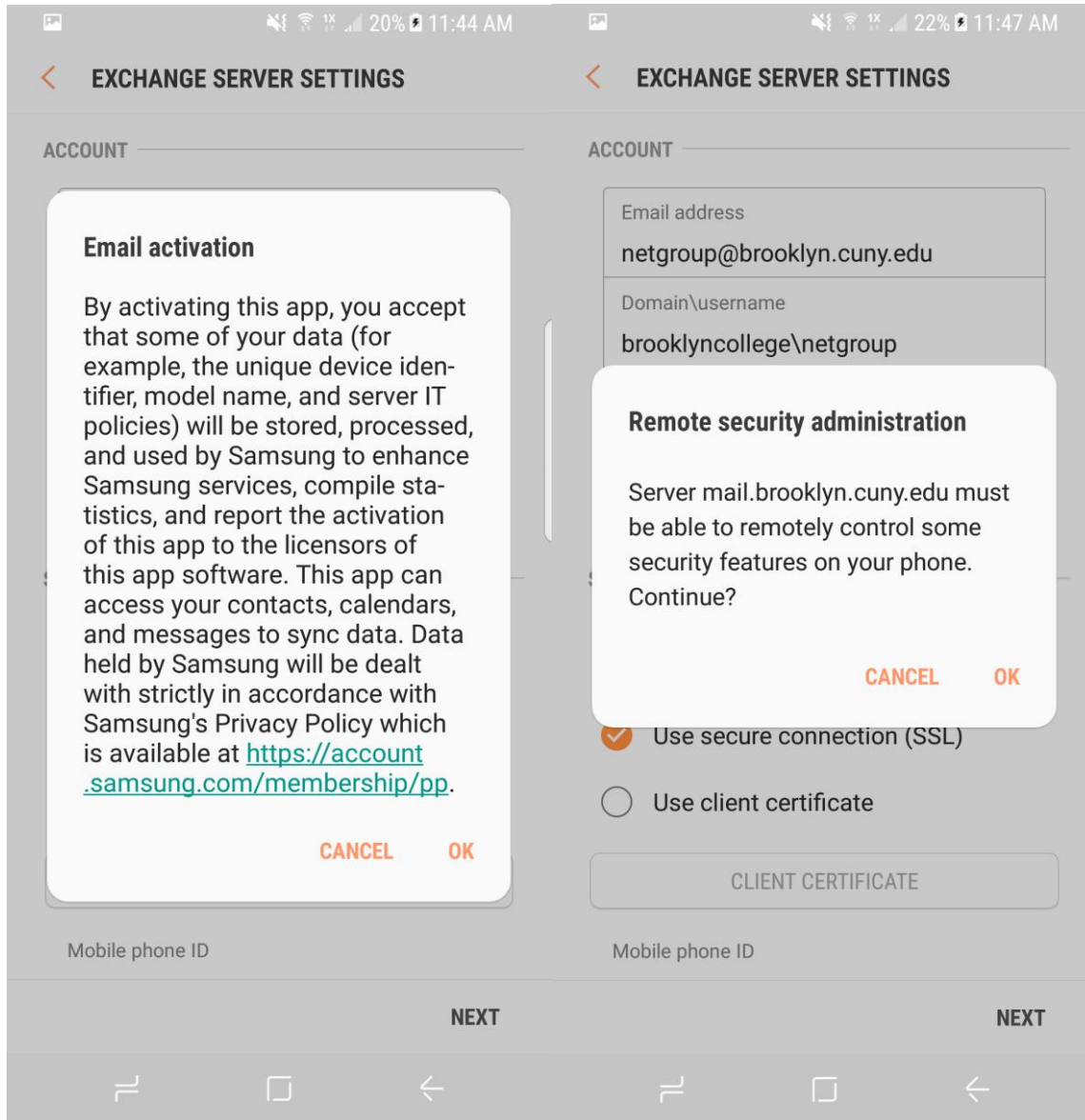
Select next to continue.



5) You may receive another security popup asking for permission to activate device administrator. Select Activate to continue.

6) Lastly, you may customize the name your mailbox is listed under within the Email app. You can leave it as the default, or change it to something else you prefer, such as BC-Mail.

Your BC Email should now be setup. To access it, please open up your default Android email app, and select it from the list of available mailboxes.





23% 11:48 AM

PHONE ADMINISTRATOR



Email

Server mail.brooklyn.cuny.edu must be able to remotely control some security features on your phone.

Activating administrator will allow Email to perform the following operations:

- **Erase all data**
Erase phone's data without warning, by performing factory data reset.
- **Set password rules**
Control the screen unlock password length and character restrictions
- **Monitor screen unlock attempts**
Monitor number of incorrect passwords entered when unlocking screen, and lock phone or erase all phone data if too many incorrect passwords are entered.
- **Lock the screen**
Control how and when the screen locks
- **Set screen unlock password expiration**
Control how frequently the screen unlock password must be changed.
- **Set storage encryption**

CANCEL

ACTIVATE



23% 11:48 AM

EDIT NAMES

Your account has been set up. You can now change your account name and your name for outgoing email.

Account name (optional)

netgroup@brooklyn.cuny.edu

DONE

education educational educators >

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🔇 📶 1x 23% 11:48 AM

EDIT NAMES

Your account has been set up. You can now change your account name and your name for outgoing email.

Account name (optional)

netgroup@brooklyn.cuny.edu

DONE

education educational educators >

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!#☺ 🎤 , English (US) . Done

