Configuring SmartPhones for Eastern Faculty/Staff Email

The information in this document applies ONLY to personal phones belonging to Eastern faculty and staff – not for Eastern students.

Apple IPhone/iPad

1. To add an Exchange account to your iOS device, tap Settings > Mail, Contacts, Calendars > Add Account > Microsoft Exchange.
2. On the next screen, enter your Eastern email address, domain (easternct.edu), username, password, and a description. For the description, you may enter anything you like that will identify the account as your Eastern email.

3. Your iOS device will now try to locate Eastern’s Exchange Server using Microsoft’s Autodiscovery service. If it cannot locate the server, you will see the screen in the next column. Enter our Exchange Server's address in the Server field: webmail.easternct.edu

After successfully making a connection to the Exchange Server, you may be prompted to change your device passcode to align with Eastern policies.

4. Choose which type or types of data you would like to synchronize: Mail, Contacts, and Calendars. Note that by default, only three days' worth of email is synchronized. To synchronize more, go into Settings, then Mail, Contacts, Calendars, select your Exchange account, and tap on Mail days to sync.

Note that after configuring an Exchange ActiveSync account, all existing contact and calendar information on the iOS device is overwritten. If you wish to avoid that, deselect Contacts and/or Calendars.
**Android**
1. From the Applications Menu, tap Email.
2. Type in your email address and password. Check the box only if you want this to be your default email account. Tap Next.
4. Enter your Exchange Server information (webmail.easternct.edu) and tap Next.
   Note: Select "Accept all SSL certificates"
5. Your phone will check the incoming server settings.
6. If everything is correct the Account Options screen will appear allowing you to customize your account settings.
7. Finally, you will be asked to name this account and enter the name that will be displayed on outgoing messages. Tap “Done” when complete.
5. Now you need to enter the Domain as easternct.edu, your username (for example: smitht) and your password.
6. Tap Sign In

**Windows Phone 7**
1. Tap "Settings"
2. Tap "email & accounts"
3. Tap "add an account"
4. Tap "Outlook"
5. Type your Eastern email address and password
6. Tap "Sign In"

**Windows Mobile**
1. On the mobile phone, from the home screen, click Start, and then click ActiveSync.
2. Click Menu, and then click Configure Server.
3. Enter the server address: webmail.easternct.edu
4. Select the 'This server requires an encrypted (SSL) connection' check box.
5. Click Next.
6. Enter your username (for example: smitht), your password, and the domain as easternct.edu
7. Select the Save password check box.
8. Click Next.
9. Select the check box next to each type of information you want to have synchronized with the server, and then click Finish.