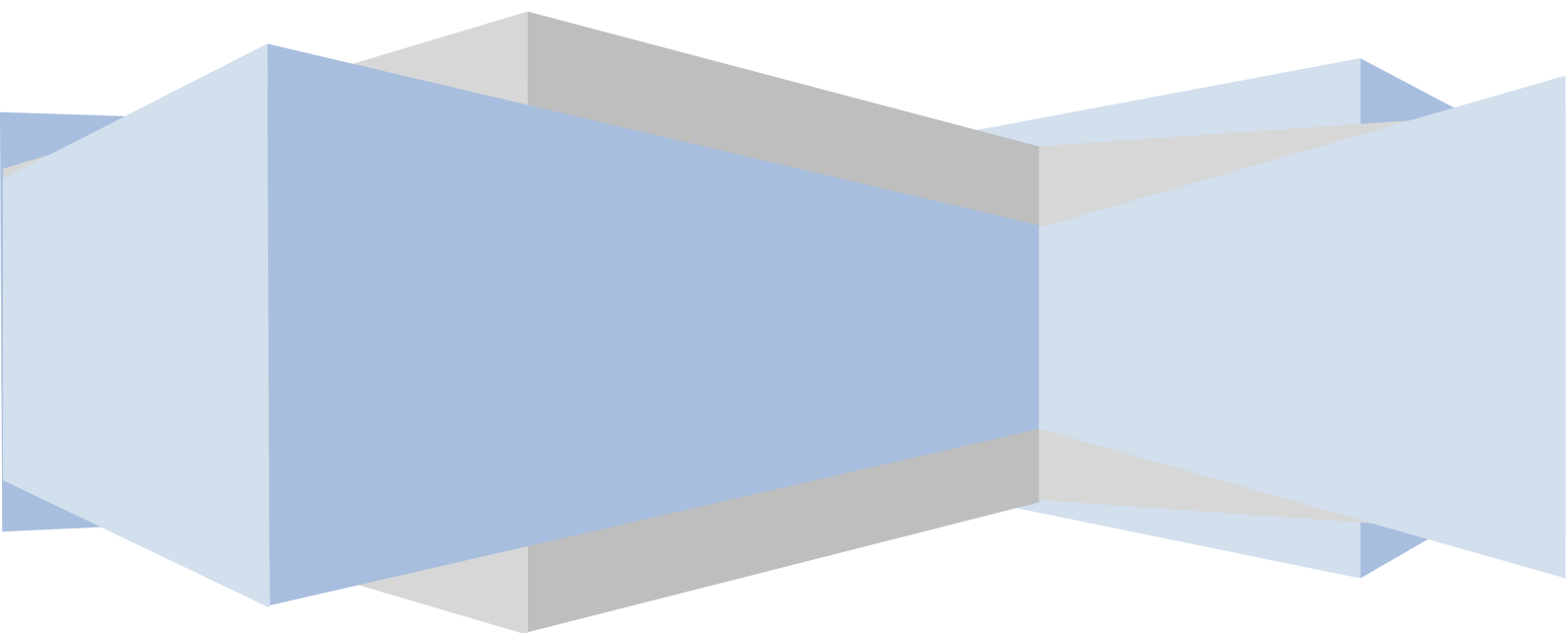
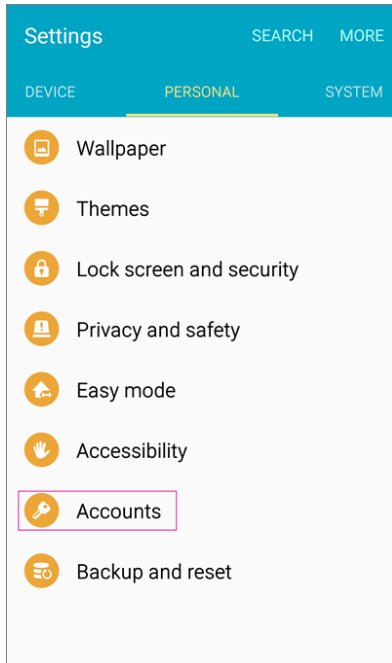


# Set up Exchange ActiveSync at Android Quick Guide for MISC BERHAD

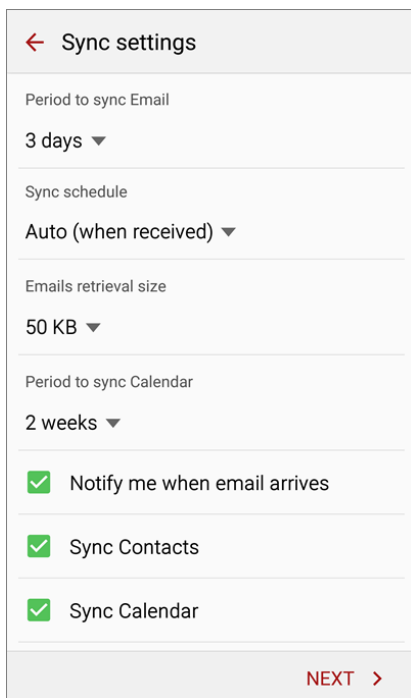


## Set up Exchange ActiveSync at Android

1. Go to **Settings > Accounts > Add account > Email**.



2. Type your full email address, for example **user@miscbhd.com**, and your password, and then click **Next**
3. On the **Account Options** page, select the options for how you want to receive your mail, and if you also want to sync your calendar and contacts, and tasks, and then click **Next**.

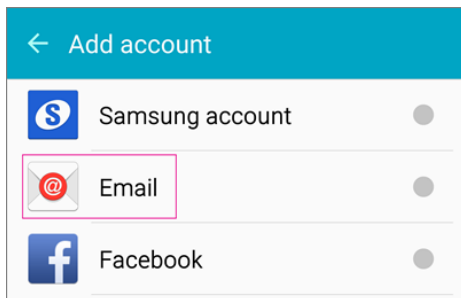


4. Give the account a name, and click **Done**.
-

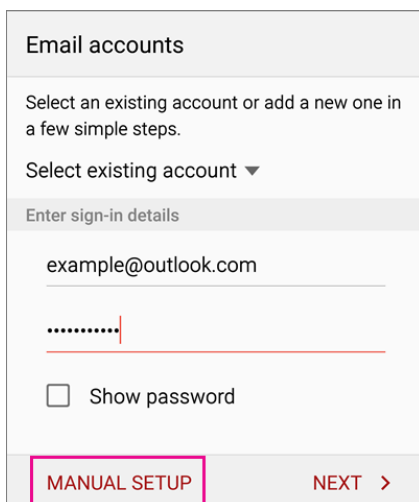
Not working? Make sure you entered your email and password correctly and try again because even one small typo will result in an error. If it's still not working, try setting up the account manually following the steps below.

### Manual set up

1. Go to **Settings > Accounts > Add account > Email**.



2. Enter your full email address, for example **user@miscbhd.com**, and your password, and then click **Manual setup**.



3. To set up an Outlook.com account, select **Microsoft Exchange ActiveSync**.
  4. Accept the defaults on the **Exchange server settings** page, and tap **Next**. If your device still can't connect, update the following account information.
    - o **Domain\Username - miscbhd\username**. If your full email address is not in the box, delete what's there and type your full email address, for example - user@miscbhd.com. If **Domain** and **Username** are separate text boxes on your device, leave the **Domain** box empty, and type your full email address in the **Username** box.
    - o **Password** Use the password that you use to access your account.
    - o **Server name - mail.miscbhd.com**
    - o Make sure the **Use secure connection (SSL)** checkbox is checked, then click **Next**.
-

← Exchange server settings

Email address  
norhanani.hamil@miscbhd.com

Domain\username  
miscbhd\norhanani.hamil

Password  
.....

Show password

Exchange server  
mail.miscbhd.com

Use secure connection (SSL)

Use client certificate

CLIENT CERTIFICATE

NEXT >

5. If you receive an activation request, select **OK** if you want to continue with the setup.
6. Change or accept the default sync settings, and then click **Next**.
7. Give the account a name, and then click **Done**.

If you synced your calendar and contacts in step 6 you can go to those apps on your phone to view any items that might be there. If you synced tasks as well, you should see them in the calendar app on your device. It might take a few minutes for everything to sync.