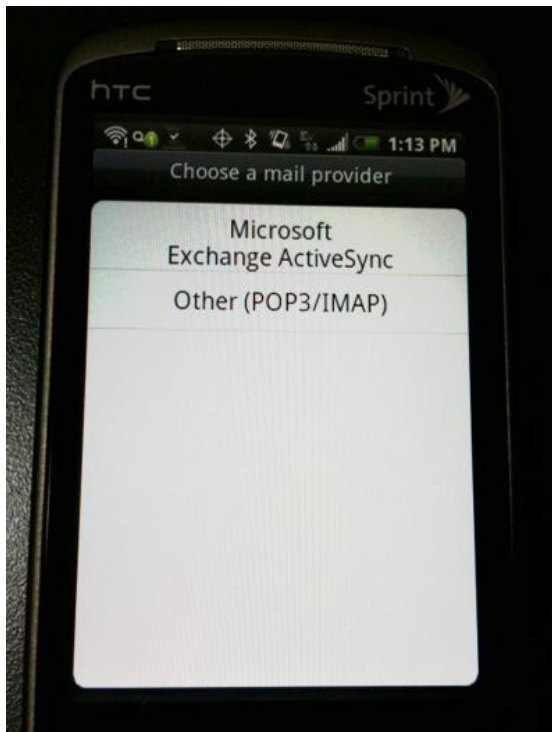


Configuring ActiveSync



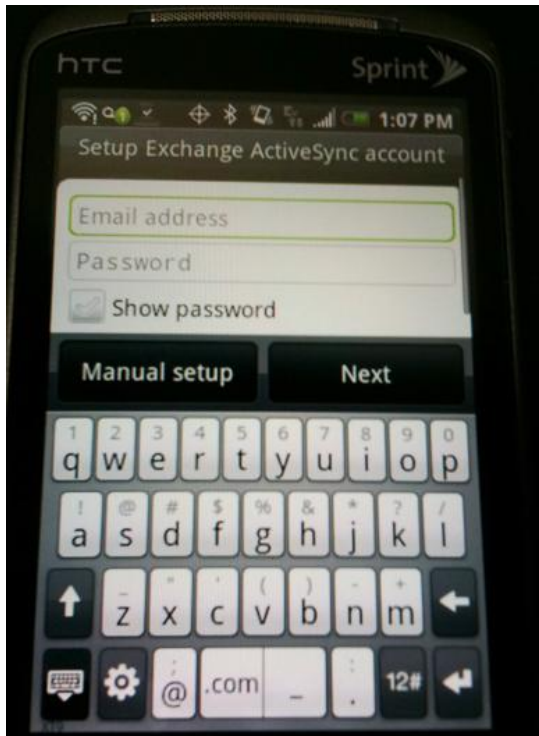
The following instructions will assist you with setting up your Exchange mailbox with your Android Phone.

1. On the Home Screen Select "Mail"



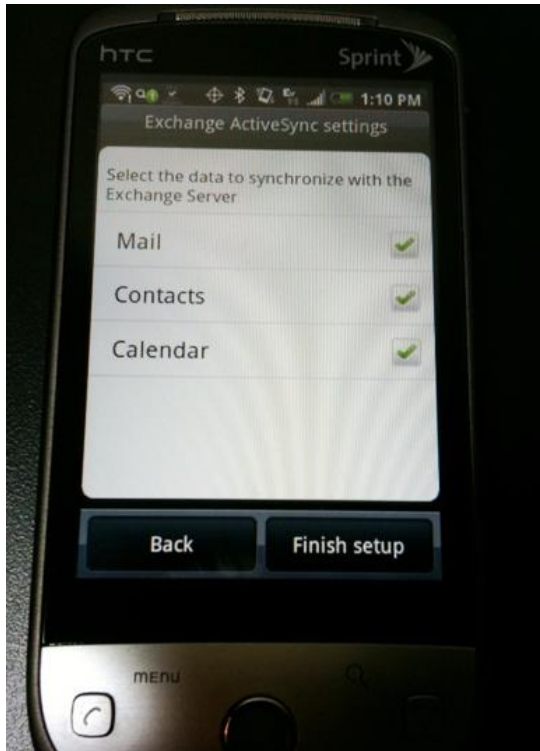
2. Select Microsoft Exchange ActiveSync

3. Enter Your Email Address (ex: jsmith@collier.k12.fl.us.com)
4. Enter Your Password
5. Select Next.



6. In the domain field enter "**prod.ccps.loc**"
7. Enter your **CCPS** Login for the Username.
8. Select Next
9. Enter the Server Address: **webmail.collier.k12.fl.us**
10. Check the box: This server requires an encrypted SSL Connection.
11. Select Next
12. After the Verification completes you are presented the option to synchronize Mail, Contacts, and Calendars for your Hosted Exchange Mailbox.

13. Select Finish Setup



**** Note: Synchronization times will vary depending on your connection.**