

# Setup Corporate (Microsoft® Exchange) Email



This tutorial will walk you through the steps of setting up your corporate email account.



# ***Microsoft Exchange Email Support***



## Exchange Server Information

You will need to obtain the following information:

- Server name
- Domain name
- Whether an encrypted (SSL) connection is required
- Your username and password


**Please Note:** Step 1 provides a way to obtain the information needed. If you're not able to obtain the information, please contact your IT administrator.

# Step 1

## Getting the right information



**Step A** – From your web browser, try to login to your Outlook Web Access (OWA).



The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Outlook Web Access - Windows Internet Explorer provided by Yahoo!". The address bar shows the URL "https://mail.companydomain.com/owa/". The main content area is gray and contains text explaining the URL components and login requirements.

In the above example, the **server name** is the part of the URL between https:// and /owa/. The 's' in https means **SSL** is enabled on the server (if SSL was disabled on the server, it would just be http.) The **password** you used to log into OWA is the password you will enter on your handheld. Therefore, the Exchange Server settings would be:

**Server name** – mail.companydomain.com  
(can vary according to IT setup)  
**Use SSL**- Yes  
**Password** – The password you entered above

# Step 1 (continued)

Getting the right information



**Step B** – From your computer keyboard, press Ctrl-Alt-Delete, and note the logon information.

**Please Note: If the steps above do not work you will have to contact your IT administrator.**



The domain and user name will appear under the Logon Information. It should appear as the following:

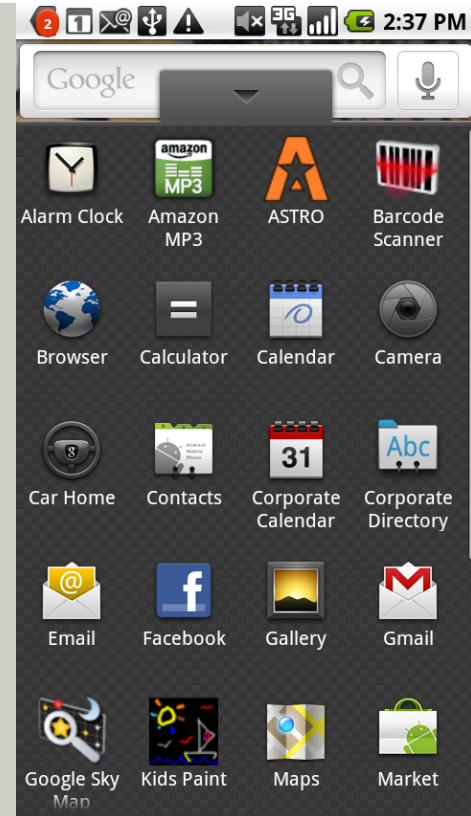
**“You are logged in as DOMAIN NAME\USER NAME”**

# Step 2

## Setting up your phone



From the Applications Menu,  
Touch Email.



# Step 3

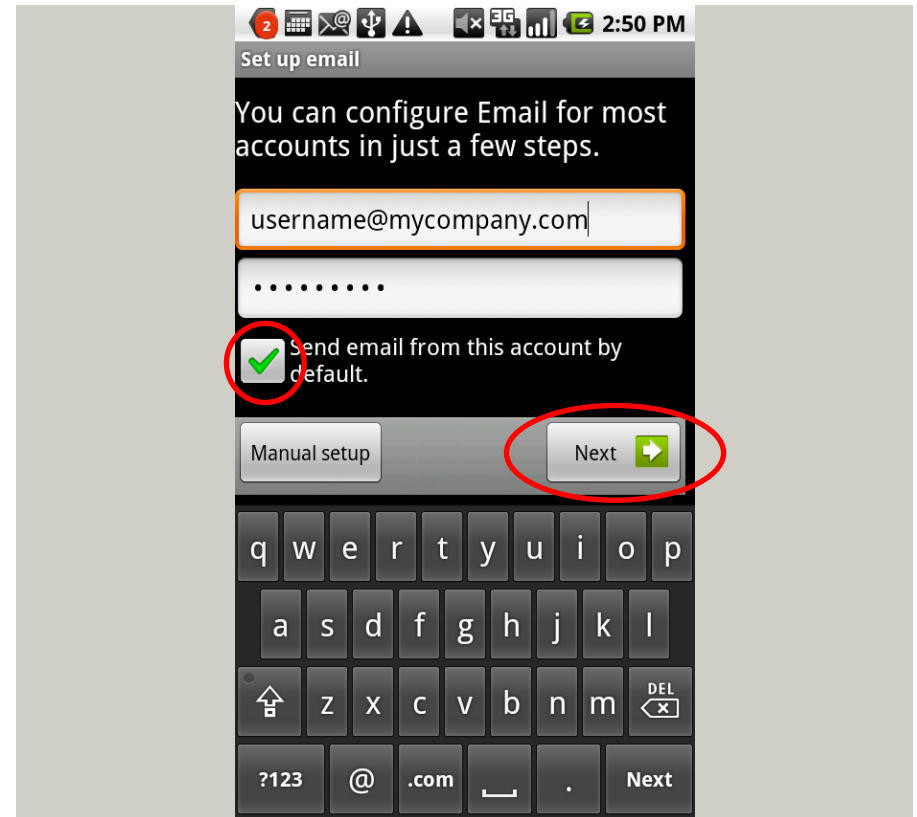
## Setting up your phone



Type in the email address you would like to be displayed in outgoing mail, and the password.

Check the box only if you want this to be your default email account.

Touch Next.

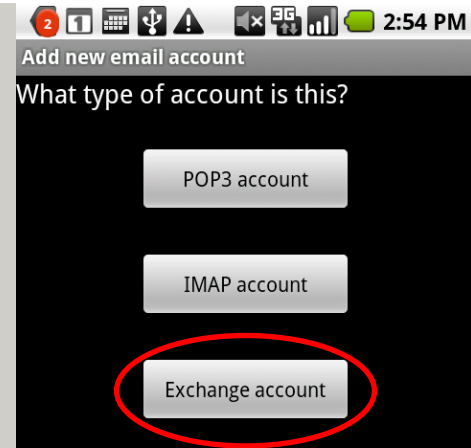


# Step 4

## Setting up your phone



Touch Exchange Account.



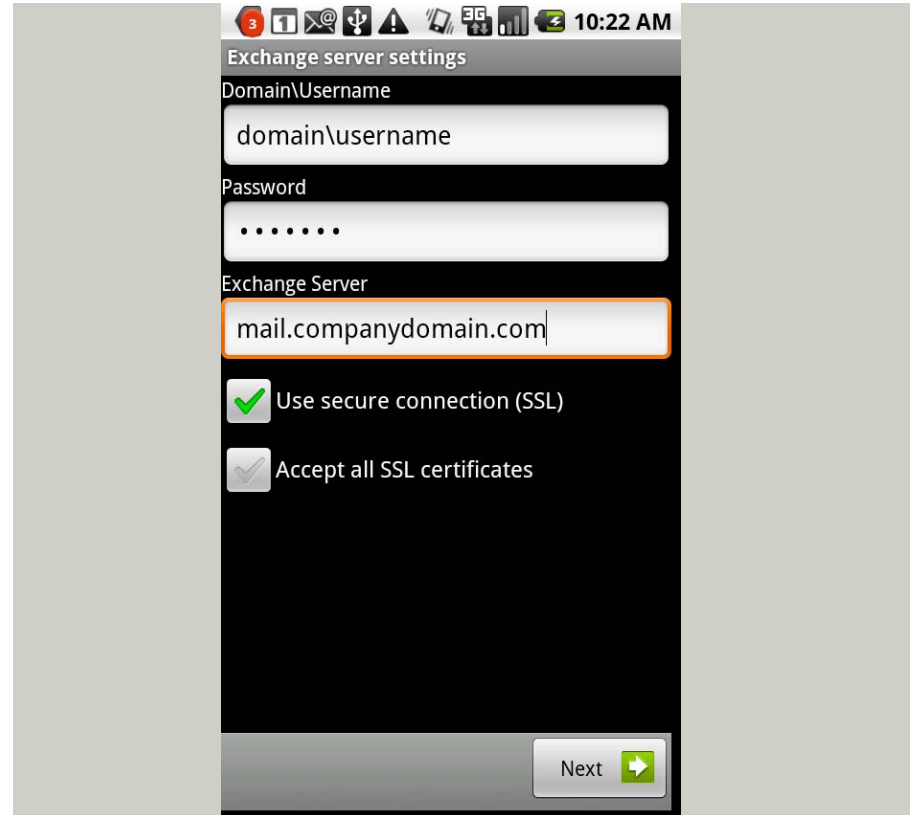
# Step 5

## Setting up your phone



Enter the information you found in Step 1, and Press Next.

**Tip:** Do not select Accept all SSL certificates unless instructed by your IT admin.



Exchange server settings

Domain\Username  
domain\username

Password  
.....

Exchange Server  
mail.companydomain.com

☒ Use secure connection (SSL)

☐ Accept all SSL certificates

Next ➔

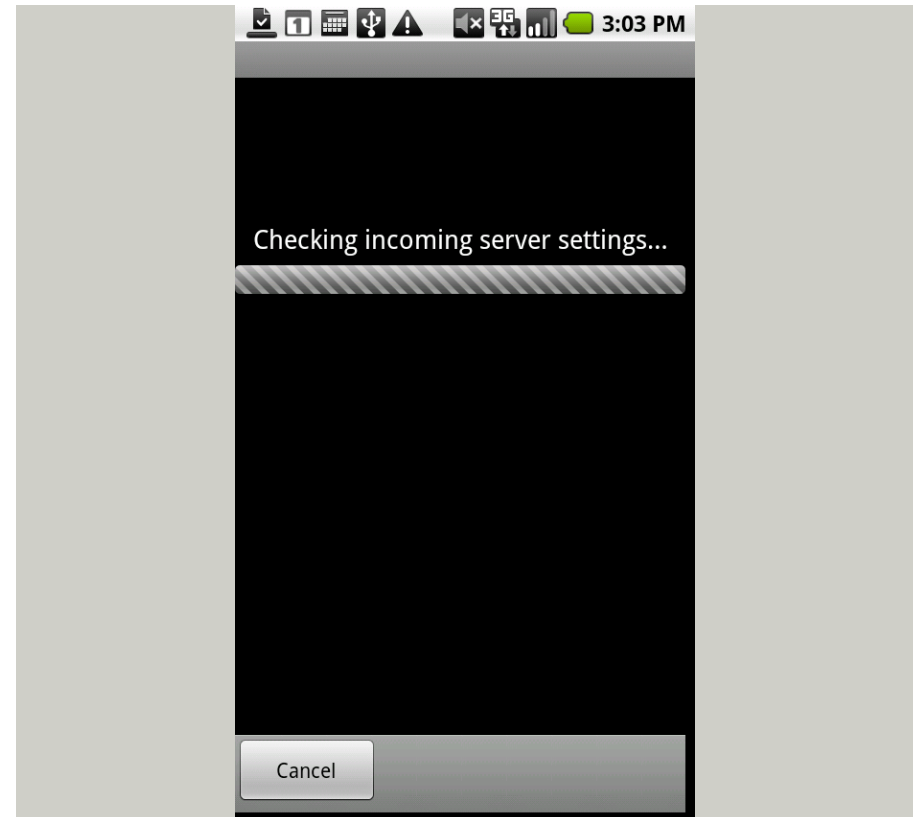


# Step 6

## Setting up your phone



Your phone will check the incoming server settings.

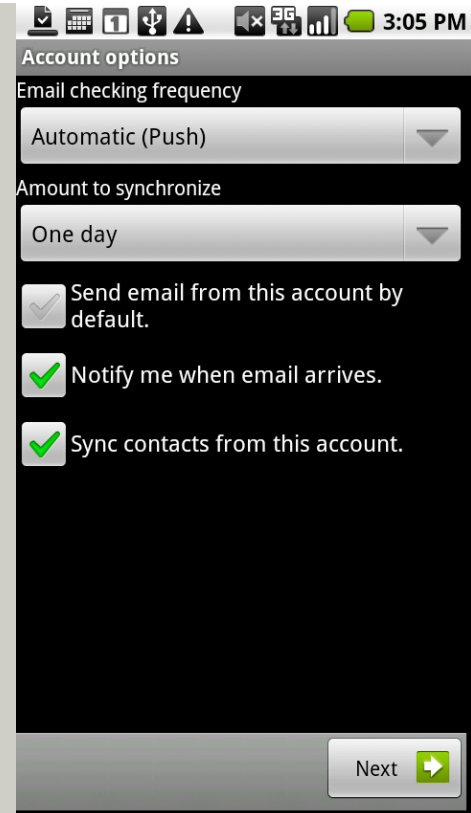


# Step 7

## Setting up your phone



If everything is correct the following screen will appear allowing you to customize your account settings.



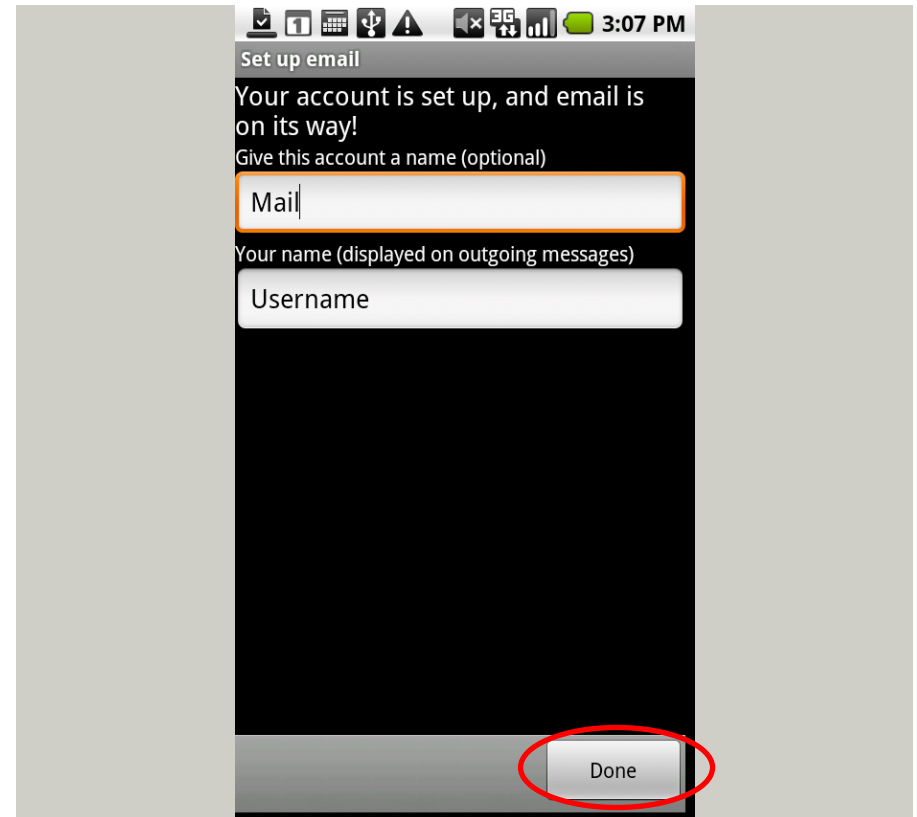
# Step 8

## Setting up your phone



Finally, you will be asked to name this account, and enter the name that will be displayed on outgoing messages.

Touch Done when complete.



# *Troubleshooting*



Please visit the [Microsoft Exchange Email](#) Troubleshooting FAQ if the steps above did not work.



Microsoft® Exchange Email Support, Rev A

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