WORK ANYWHERE
WORK ANYTIME
WORK SMARTER

How to configure an Exchange mailbox on mobile device
Android & IPhone

Author	Benny Vandersmissen
Approval	
Document	
Version	1
Date	
Distribution	

1. Android Device:

Note: some naming may vary depending on what smartphone you have and what Android OS version you are using.

- On your Android smartphone, go to settings – in the Accounts section choose "Add account" – E-mail
- Type your full email address, for example tony@contoso.com, type your password, and then tap "Next".
- Choose "Exchange"
- Fill in Domain\username :
Fill in the Exchange server: mail.cloudplaza.eu
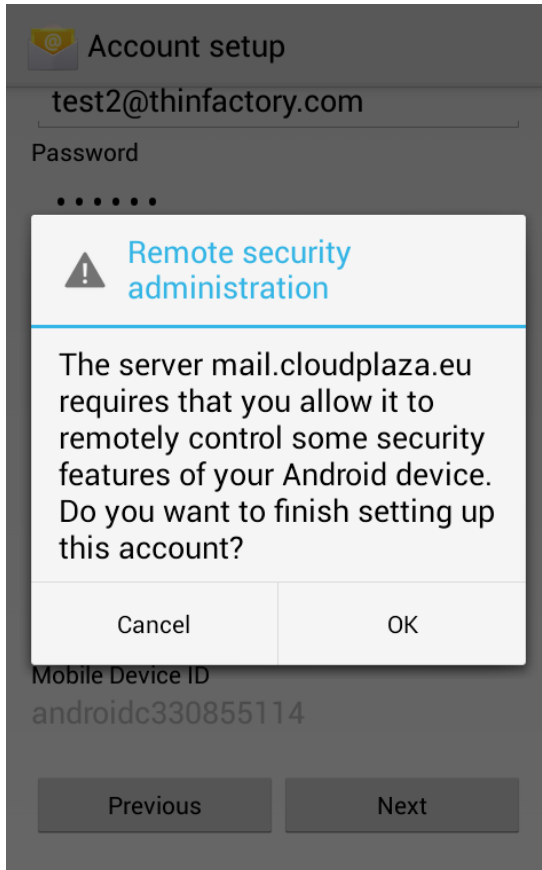Make sure the "Use secure connections (SSL)" box is checked and tap "Next"

Account setup

Domain\Username
test2@thinfactory.com

Password
• • • • •

Server
mail.cloudplaza.eu

☑ Use secure connection (SSL)

☐ Accept all SSL certificates

Client certificate
None   [Select]

Port
443

Mobile Device ID
androidc330855114

[Previous]   [Next]
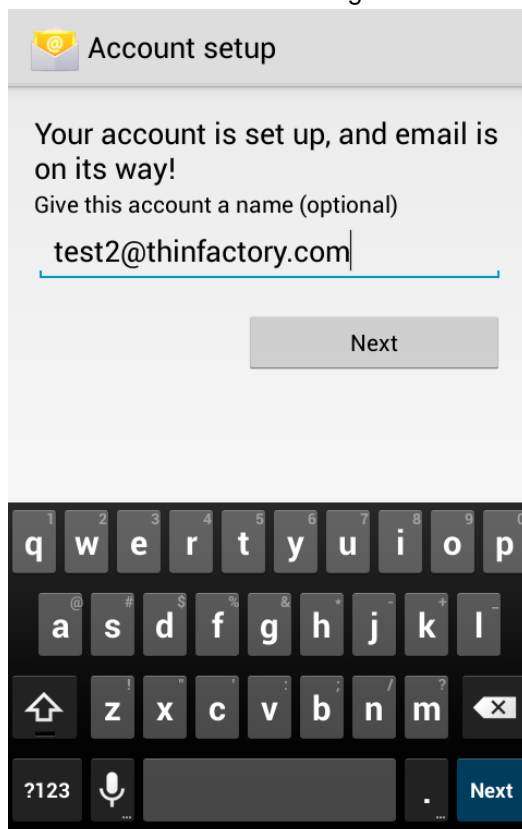
- Click **OK** to allow for enhanced security.
-

- Configure additional settings based on your preference and tap **Next**.

Account settings

Inbox checking frequency

Every 30 minutes

Days to sync

Automatic

☑ Send email from this account by default.

☑ Notify me when email arrives.

☑ Sync contacts from this account.

☑ Sync calendar from this account.

☑ Sync email from this account.

☑ Automatically download attachments when connected to Wi-Fi

| Previous | Next |
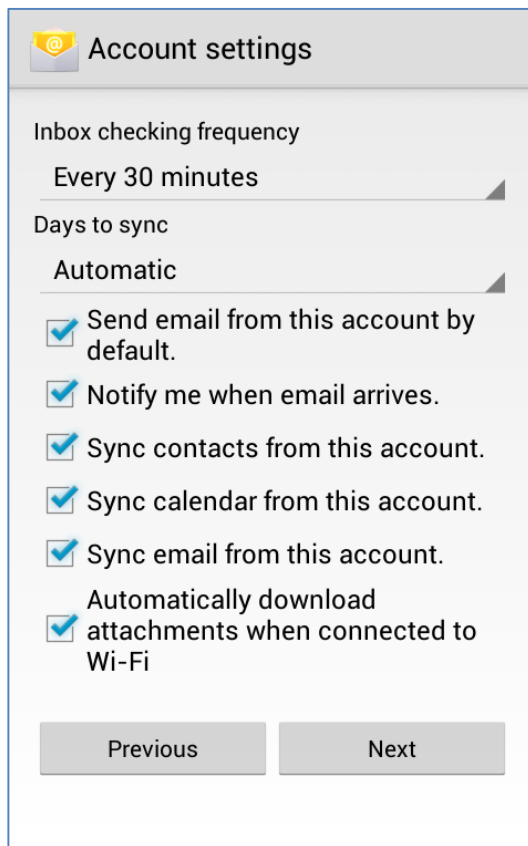
- Enter a name for the Exchange mailbox now set up on your phone and tap **Next**

Account setup

Your account is set up, and email is on its way!

Give this account a name (optional)

test2@thinfactory.com

Next

After or during this setup process, you might get the question to activate device administrator. Choose "Activate" to enable the enhanced security settings.
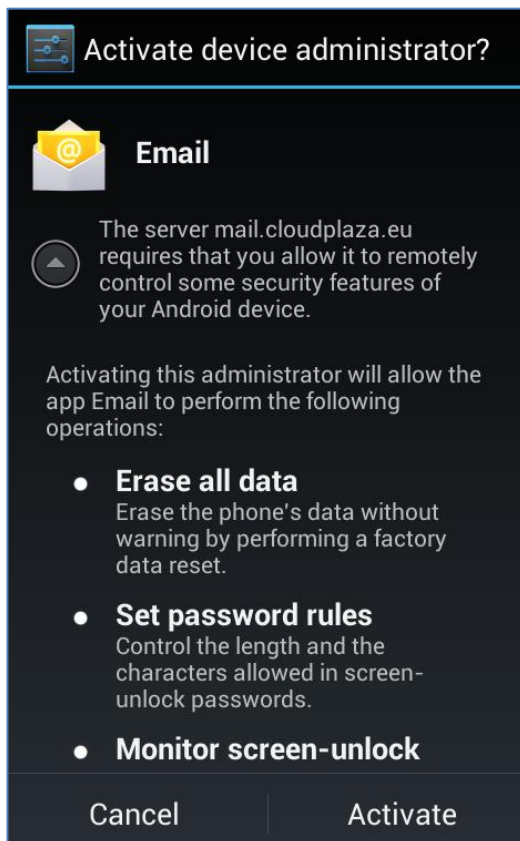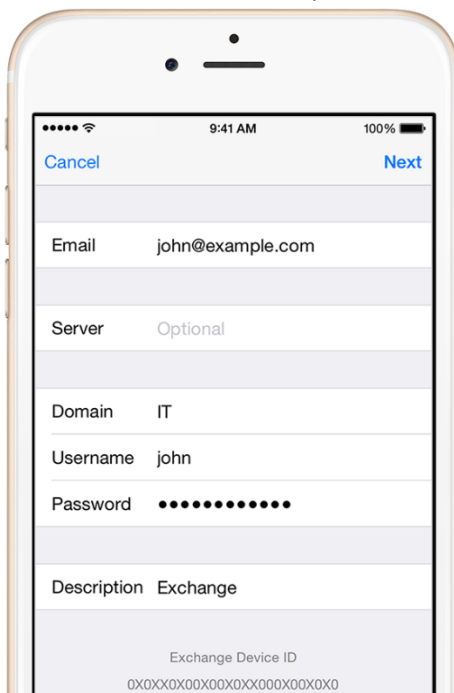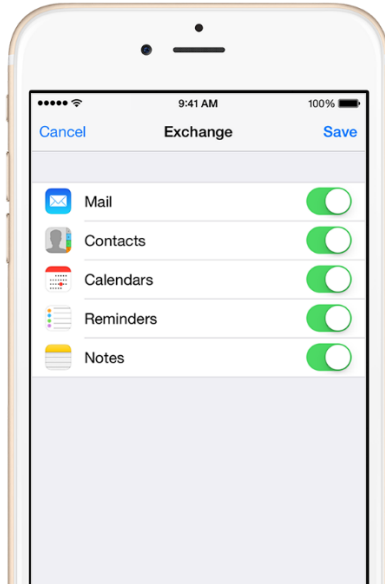
2. For iPhone:

- Tap "Settings > Mail, Contacts, Calendars > Add Account > Exchange".
- Enter your Exchange email address and password. If you want to, you can also enter an account description. Tap "Next".
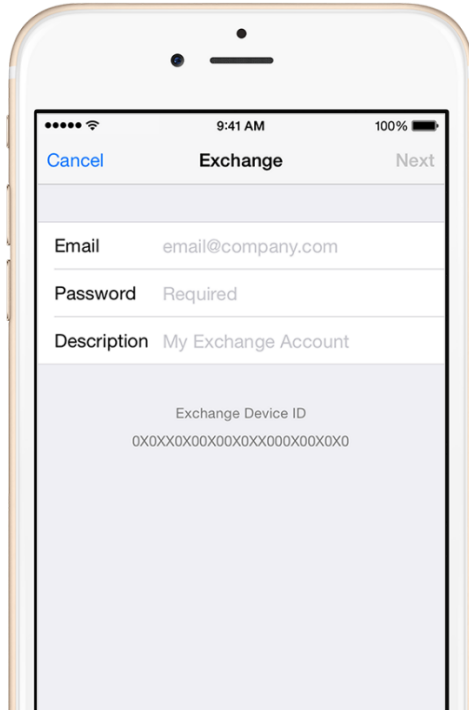
- Fill in server name: mail.cloudplaza.eu. Domain is not needed. Tap "Next".

- Choose which items you want to sync and tap "Save".

To edit your Exchange settings:

Tap Settings > Mail, Contacts, Calendars, select your Exchange account, and tap Account Info. You can also go here to set up automatic out-of-office replies and change how often you want Mail to sync (the default is 7 days).