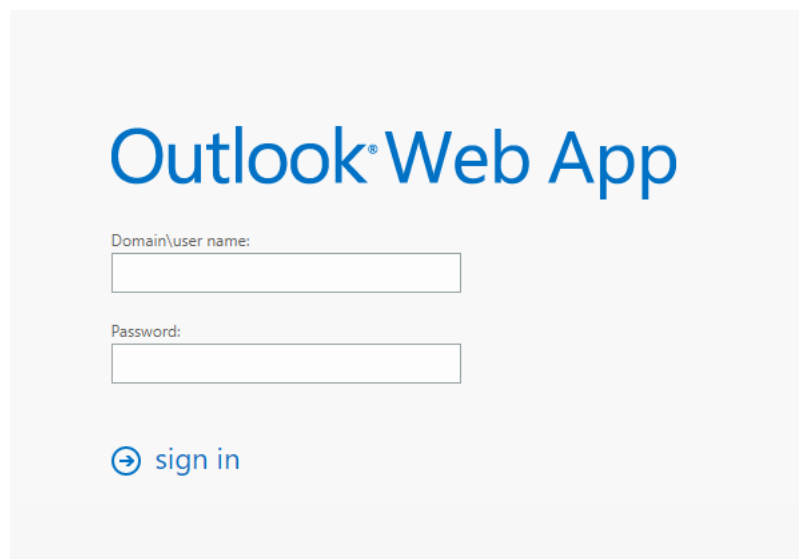




How to setup Android Mail on your mobile phone

Before you begin you will need;

1. Working mailbox
 - a. Username and Password should be valid and working. Please test your Credentials by logging onto the Liquidcloud Web portal – <https://mailcpt.exchangemail.co.za/owa> with your email address and password to ensure that it is working.
 - b. Note that in some rare cases your email address and user logon name may differ. Please contact Service Desk should you have any issues logging on.



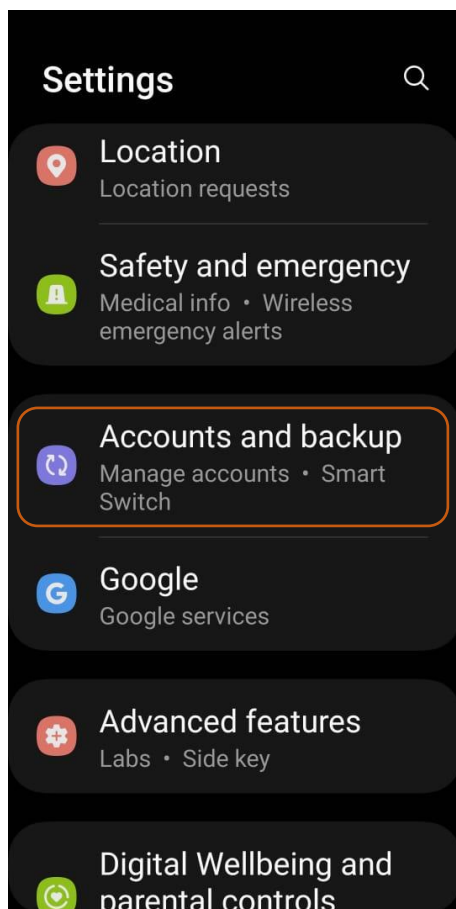
<https://mailcpt.exchangemail.co.za/owa>

2. Working Internet Connection - Internet connectivity is required.
3. Smartphone or mobile device that supports Active Sync.



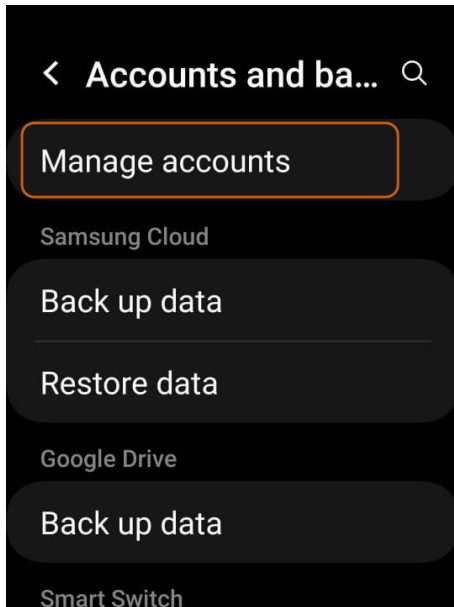
Configuring the Android Mail Client

1. Navigate to Settings.
2. Under Accounts and Backup.

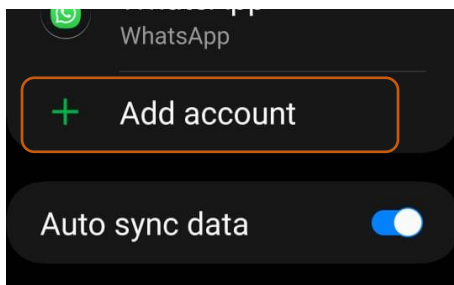




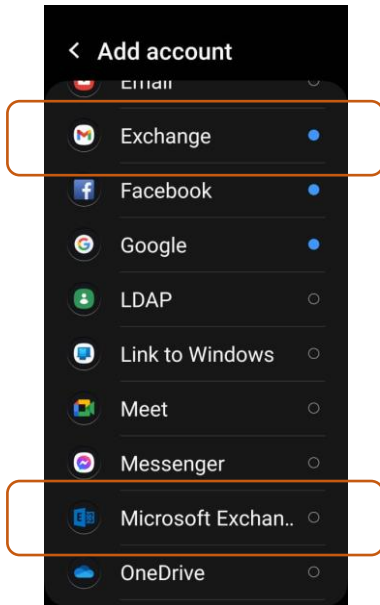
3. Select Manage Accounts.



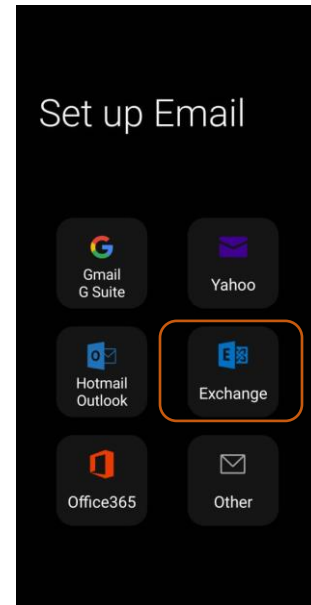
4. Select Add Account.



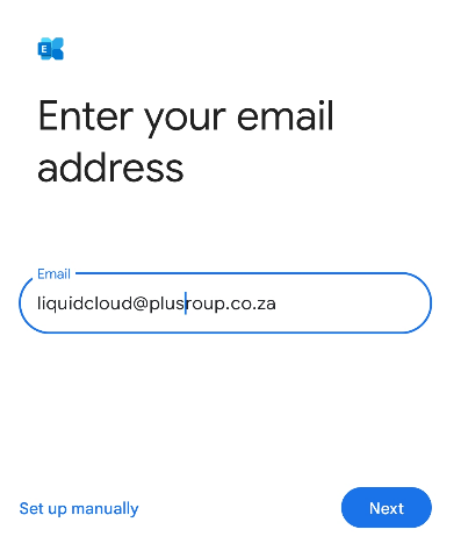
- Depending on your version of Android, and mail client – look for **Exchange** or **Exchange Active-Sync** in the list of options.



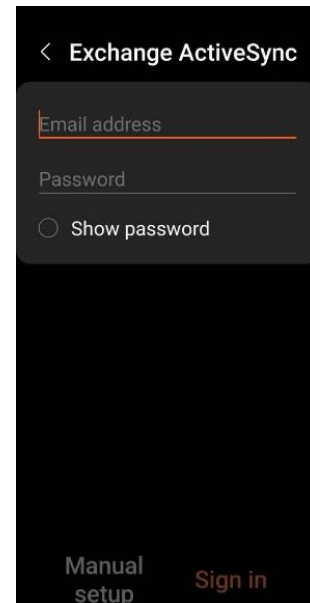
or



- You will be requested for your email address, enter your plusgroup email address in the space provided and select "next".



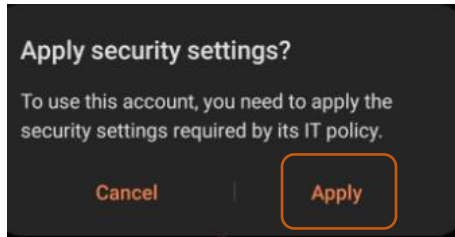
or



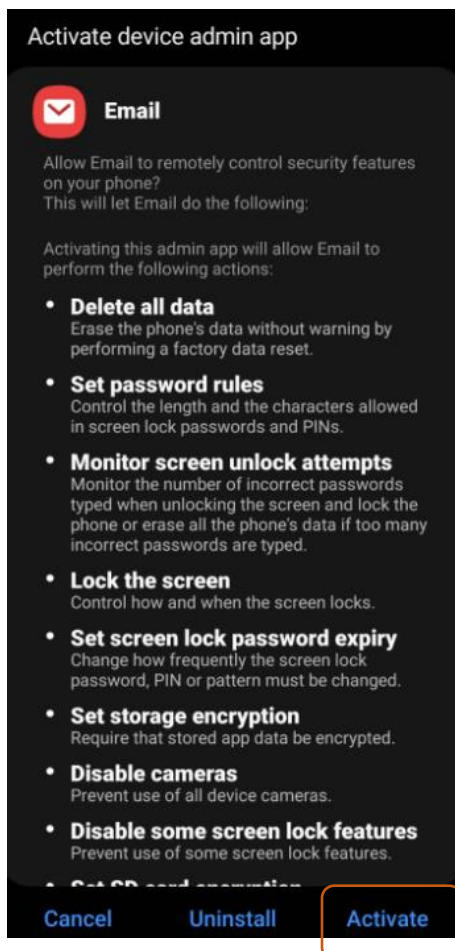
- You will then be prompted for your password.

The following steps are only applicable when using Samsung native email app.

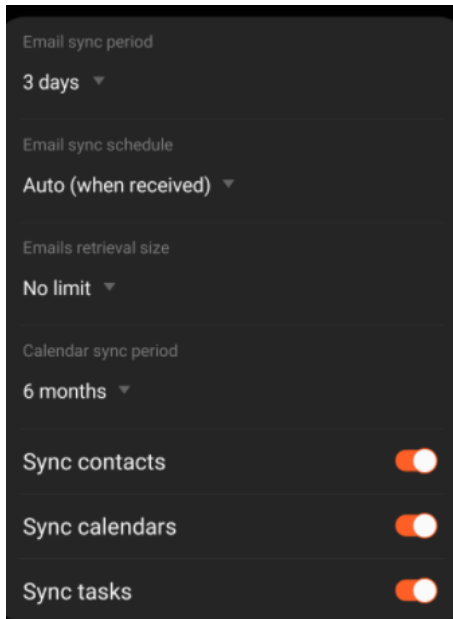
8. **If prompted**, accept the requested permission to allow your account to use the application. This is to grant your devices mail application access to your mailbox.
9. New policies need to be applied to your device to conform to Hosted Exchange IT Security – please click apply.



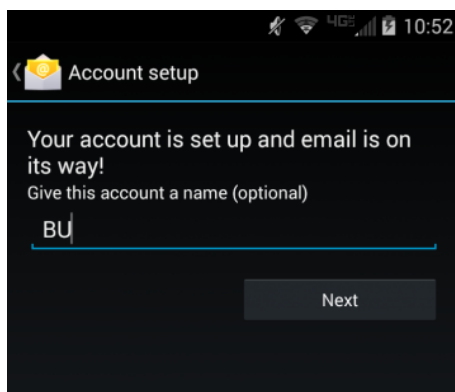
10. A brief description of the policies will be provided – please select activate to proceed and apply device administrator policies. This is required to allow Service Desk to perform functions such as remote wipes in the event of your phone being stolen.



11. Click done to accept the accounts default synchronization settings – or modify any details to suit your requirements:



12. If you are using the native mail application – such as the Samsung application, you may be requested for additional permissions to allow access to your local device. Please click on accept.
13. Set your Account options such as number of Days to Sync, Notifications, Sync Contacts, Sync Calendar.
14. Click Done.
15. Name the account to distinguish between multiple accounts.



16. Click Next to complete the setup.




Active Sync - General Settings

If you are not using an Apple, Android, or Windows mobile device, the following settings are applicable to any device using Mobile Synchronization to Office 365, although the order in which you are prompted to provide these settings will vary across devices and versions.

- Email Address or Username is your complete e-mail address, which is login@plusgroup.co.za.
- Password is your Domain password.
- Domain is left blank.
- Server is mailcpt.exchangemail.co.za.
- Use SSL should be on or selected.

ACCOUNT INFO

Email

Password 


Client certificate
None [SELECT](#)

SERVER SETTINGS

Domain/Username

Server

Port

Security type
SSL/TLS 

Mobile Device ID: androidc677718358