

Employee Email on Mobile Device Setup Instructions

All smart phones/mobile devices are unique requiring unique steps to set up email. With so many makes and models it is difficult for Computer Services to have specific instructions for each kind. Listed below are the basic settings used by BPCC's email server with common instructions for iOS and Android devices. Please read your mobile device's user's manual to determine how to setup your particular phone or PDA.

Email Server Type: Exchange

Server Address: cs-exch2.bpcc.edu

iOS

Adding the Account

- Go to *Settings > Mail, Contacts, Calendars*
- Select *Add Account*
- Select *Exchange*
- Enter the following information:
 - Email address: your BPCC email address
 - Password: The password you use to log in to your email or onto a computer on BPCC's campus.
 - Description: What you want to name this account on your device
- Select *Next*
- It will take a second trying to configure the account automatically. Once it fails you will be presented with 3 new fields
 - Server: cs-exch2.bpcc.edu
 - Domain: bpcc
 - Username: (insert your BPCC username here)
- Select *Next*
- Select the items you want to sync (Mail, Calendar, Contacts) and select *Save*.

Android

- Go to *Settings > Accounts > Add Account*
- Select the type *Corporate/ActiveSync/Exchange* (the verbiage varies dependent on android version)
- Enter your BPCC email address and password > Select *Next*
- It will try to Auto-setup the account. You can either let this fail or select the *Manual Setup* button. You will then need this information:
 - Domain\Username: bpcc\ (insert your BPCC username here)
Some versions of Android split this in to two fields "Domain" and "Username".
Domain: bpcc
Username: (insert your BPCC username here)
 - Password: (this should already be filled out but if not input it now)
 - Server: cs-exch2.bpcc.edu
 - Use SSL: checked
- Select *Next*.

- Select what items you would like to sync (mail, contacts, calendar, etc.)
- You will be given a warning about allowing our server access to your phone. Select *Accept/OK/Yes*
- Select *Done*