



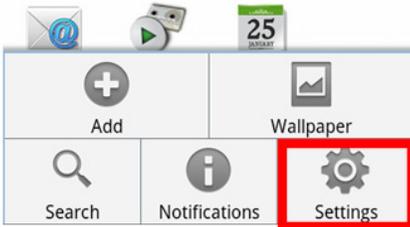
Exchange ActiveSync Setup for Android 4.x+



Some Screen / Menu option as shown below may be slightly different depending on the specific Android Version, Device Model and/or the Service Carrier you may have.

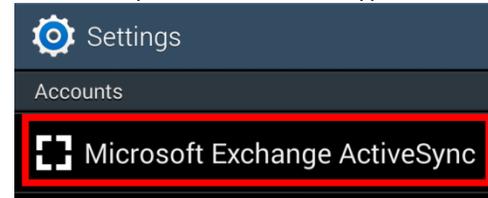
Step 1:

- Press <HOME>  → Press <MENU>  → Select **Settings**



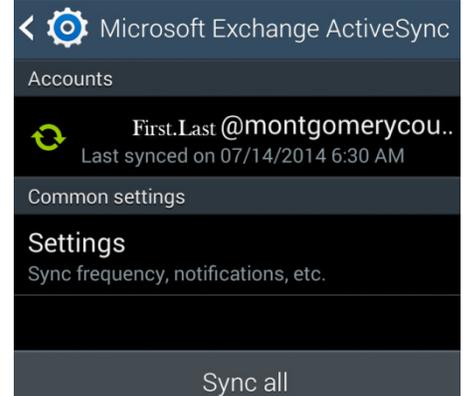
Step 2:

- If you have an ActiveSync Profile already setup, please make sure **Remove them first** by go to **Step 3**; otherwise go to **Step 4**
- Look for Accounts → look for keywords “Microsoft”, “Exchange”, “ActiveSync” or “Corporate” as Account type



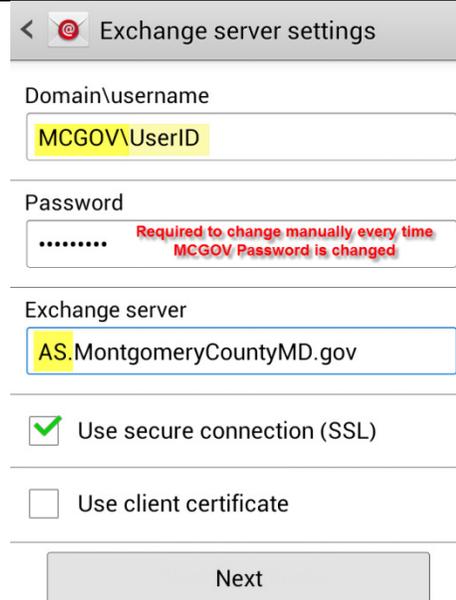
Step 3:

- Select the OLD ActiveSync Profile → **Remove**



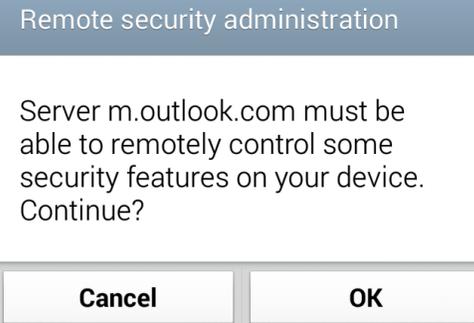
Step 4:

- Email = <Your Primary Email>
- Domain\Username = **MCGOV\UserID**
- Exchange Server = **AS.MontgomeryCountyMD.gov**
- Use secure connection (SSL)
- Accept all SSL certificates (if available)
- Select **Next...**



Step 6:

- OK (or Accept)** the rest of the prompts and default setting to finish the setup



- You may check your email from the home screen’s **Email** icon (or from the App Menu )





Tips#1: Please always refer to this URL (<http://Mail.MontgomeryCountyMD.gov/setup>) for the latest version, and please do not Save or Print this document unless you have to.

Tips#2: Please make sure Every Time when you change your **MCGOV Password**, you will have to Manually update the Saved ActiveSync Email Password on **ALL** of your ActiveSync Device(s) **Immediately**. If you have a Smartphone and a Tablet both setup with your ActiveSync profile, you will have to change BOTH immediately.

Tips#3: Update the Saved ActiveSync Email Password: Press <HOME>  → Press <MENU>  → Select **Setting** → **Accounts and Sync** → Pick the ActiveSync Account → **Account Settings** → **Exchange Server Settings** → Change the **Password** to match the CURRENT MCGOV Password → **Done**

Tips#4: Please make sure the password you have selected for the MCGOV Account is also something that you could type on the Touch Screen Keyboard from the Smartphone / Tablet device.

Tips#5: Please check & double-check the Password you have entered thru the Touch Screen Keyboard is **100% matching your Current MCGOV password**.

Tips#6: The device will be wiped after 8 failed login attempts in the event of unauthorized access, lost or stolen mobile device. This can also be use to Reset your device back to factory default settings.

Tips#7: Reboot the Android device: Hold the <Power> on top until you see **power off** option

Tips#8: All Smartphone / Tablet device does require reboot once a while (weekly) to maintain stability.

