Instructions to setup Active Sync for android devices

1. Look for Email icon that looks like this:
2. Enter your Email address and password and click Next

Email accounts

Select an existing account or add a new one in a few simple steps.

Select existing account

Enter sign-in details

Email address

Password
3. Click “MICROSOFT EXCHANGE ACTIVESYNC”
4. Click "Do not show again" and click "NEXT"
5. Click “CONTINUE”
6. Click “OK” and then click “NEXT”
7. Click “NEXT”
8. Click “ACTIVATE”

Activate device administrator?

Email

Server outlook.kbcc.cuny.edu must be able to remotely control some security features on your device.

Activating administrator will allow Email to perform the following operations:

- **Erase all data**
  Erase the phone’s data without warning by performing a factory data reset.

- **Set password rules**
  Control the length and the characters allowed in screen-unlock passwords.

- **Monitor screen-unlock attempts**
  Monitor the number of incorrect passwords typed when unlocking the screen, and lock the phone or erase all the phone’s data if too many incorrect passwords are typed.

- **Lock the screen**
  Control how and when the screen locks.

- **Set lock-screen password expiration**

CANCEL  ACTIVATE

9. You are done