HGC SUPERHUB HOSTED EXCHANGE EMAIL ACTIVESYNC SETUP GUIDE

FOR ANDROID 4.0

Table of Contents

The guide is an **Android 4.0 ActiveSync Configuration Guide** for Hosted Exchange 2010 and 2007.

However, various Android versions may have different screen prompts and the layouts below are for your reference only. The general step should still hold.

1. Configuration

Step 1: Open **Email** app in your android

Select **Menu and Setting**.
Select **Mail**.
Select **Add Account**.

Step 2: Fill in your username and password

Click **Manual Setup**
Select **Exchange** (or **Microsoft Exchange ActiveSync** in some devices)
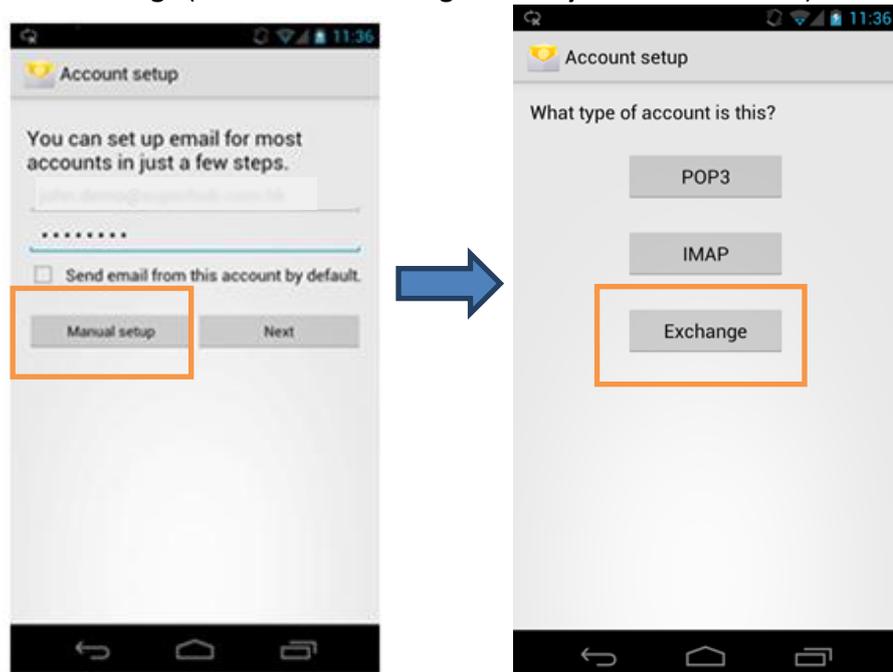
Step 3:   Fill in these information

     Domain\Username : Enter your full email address

     Password   : Your email password

     Server name   : ***outlook.hgcbizmail.com***

     Check the box if your Android device has **Accept all SSL certificates** (subject to change with different android devices).

     Click **Next.**
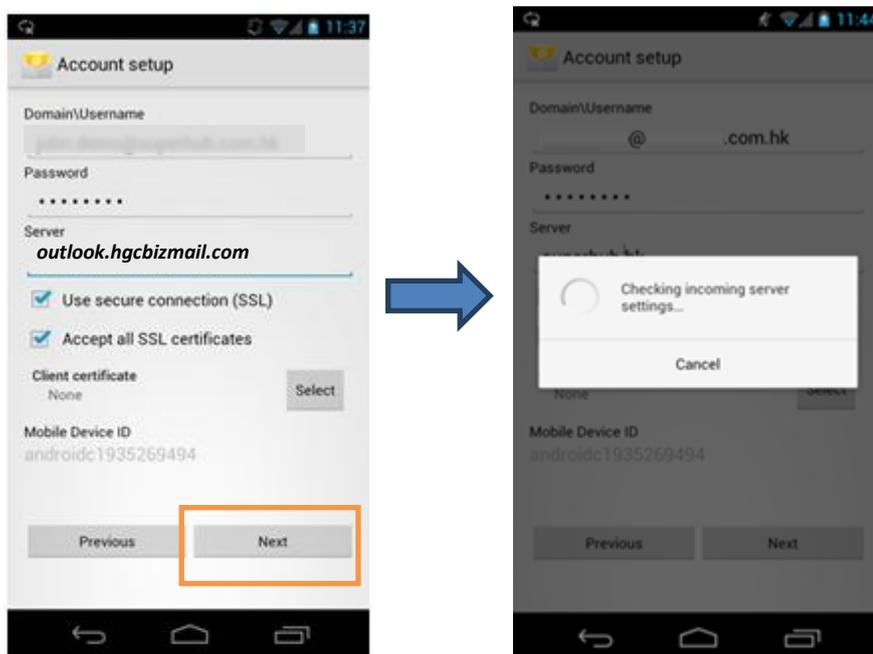
Step 4:   A **Remote security administration** box prompts up, click **OK**.
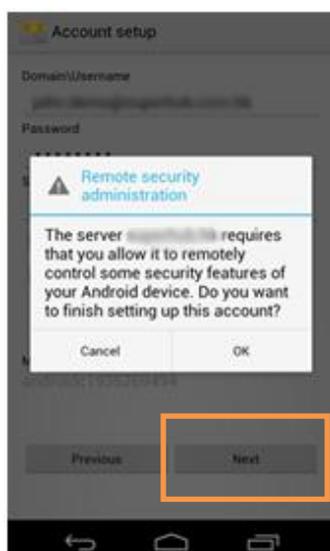
Step 5:   Confirm sync **Contacts**, **Calendar** and **Email**. Then click **Next**.
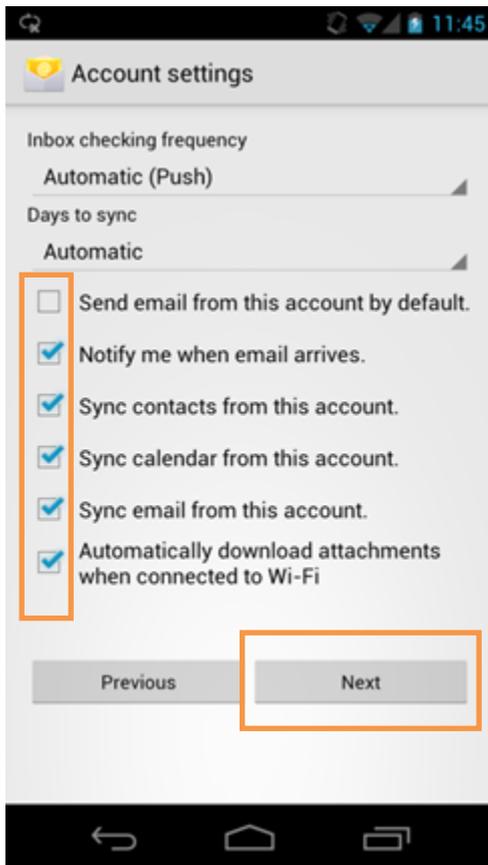
Step 6:   An ActiveSync account is setup in your android device successfully. Click **Next** to start.
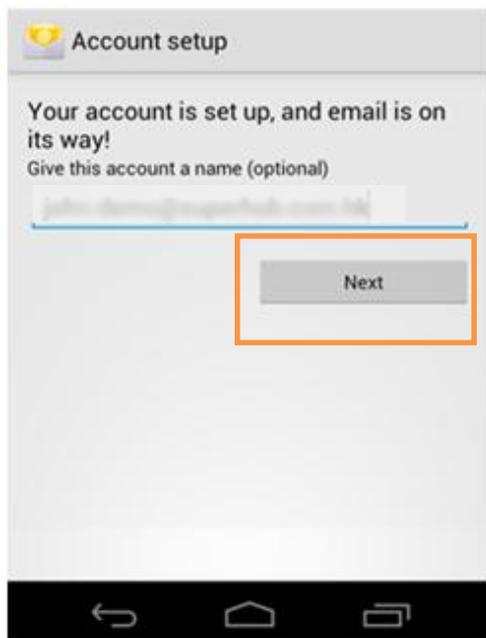
2. Get Help and Support

We are glad to assist you with any enquiry or issue on the setup and use of service. Please contact our Support team via phone at 3160 3160.