

# HGC SUPERHUB HOSTED EXCHANGE EMAIL ACTIVESYNC SETUP GUIDE

FOR ANDROID 4.0

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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.



Step 2: Fill in your username and password

#### Click Manual Setup

Select Exchange (or Microsoft Exchange ActiveSync in some devices)

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You can set up email for most accounts in just a few steps.		What type of accoun	t is this? P3
Send email from th	is account by default.	IM	AP
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Step 3: Fill in these information

Domain\Username :	Enter your full	email address
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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.

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Step 4: A Remote security administration box prompts up, click OK.



Step 5: Confirm sync **Contacts**, **Calendar** and **Email**. Then click **Next**. HGC Superhub Hosted Exchange – Android 4.0 ActiveSync Configuration Guide @ 2016 HGC. All right reserved.



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Account settings					
Inbox checking frequency					
Au	tomatic (Push)	4			
Days	s to sync				
Au	utomatic	4			
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	Sync contacts from this account.				
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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.