Office365 ActiveSync Setup
for Android 4.x+

Department of Technology Services
DTS eGov@work!

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.
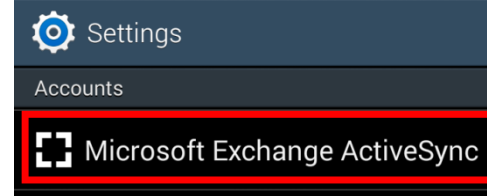

Step 1:
- Press **<HOME>** 🏠 → Press **< MENU>** ☰ → Select **Settings**
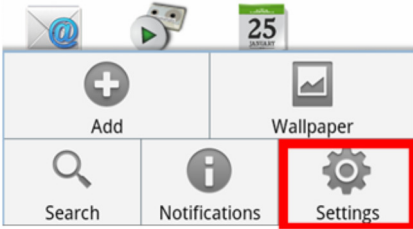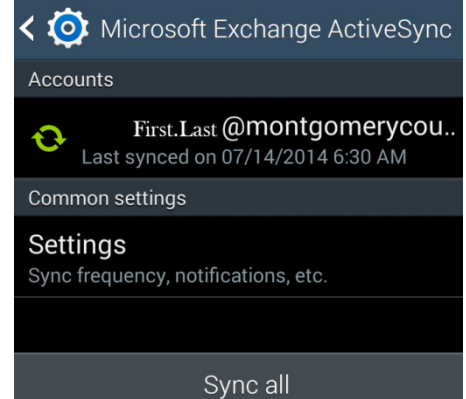

Step 2:
- IF you have an ActiveSync Profile already setup, please make sure **Remove them first** by go to **Step 3**; otherwise go to **Step 4**
- Look for Accounts → look for keywords "Microsoft", "Exchange", "ActiveSync" or "Corporate" as Account type
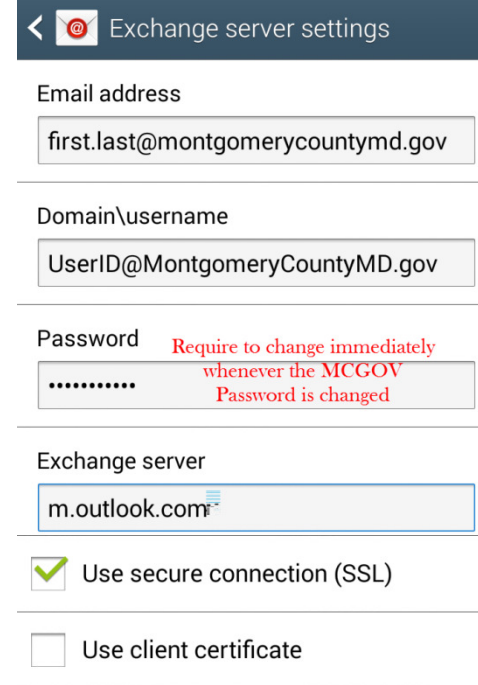

Settings
Accounts
Microsoft Exchange ActiveSync

Step 3:
- Select the OLD ActiveSync Profile → **Remove**

Microsoft Exchange ActiveSync
Accounts
First.Last @montgomerycou..
Last synced on 07/14/2014 6:30 AM
Common settings
Settings
Sync frequency, notifications, etc.
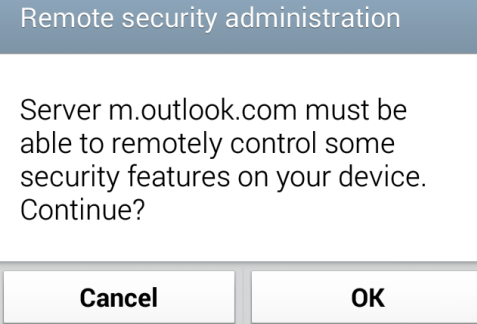
Sync all

Step 4:
- Email = **<Your Primary Email>**
- Domain\Username = **UserID@MontgomeryCountyMD.gov** (NOT your email address)
- If there is a separate Domain field, leave it empty
- Exchange Server = **m.outlook.com**
- Use secure connection (SSL)
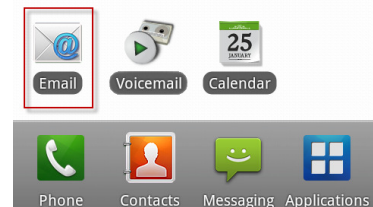- Accept all SSL certificates (if available)
- Select **Next…**

Exchange server settings

Email address
first.last@montgomerycountymd.gov

Domain\username
UserID@MontgomeryCountyMD.gov

Password   *Require to change immediately whenever the MCGOV Password is changed*
••••••••••

Exchange server
m.outlook.com

✓ Use secure connection (SSL)

☐ Use client certificate

Step 6:
- **OK** (or **Accept**) the rest of the prompts and default setting to finish the setup

Remote security administration

Server m.outlook.com must be able to remotely control some security features on your device. Continue?

| Cancel | OK |

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

Email   Voicemail   Calendar
Phone   Contacts   Messaging   Applications

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.