

# CONNECTING ANDROID-BASED SMARTPHONES TO MavMAIL

## Sprint SAMSUNG Moment

*[NOTE: The MAIL app that appears in programs offers to configure POP or IMAP but does not offer Exchange. We recommend you use the “Work Email” app instead of “Mail” app. Although you can choose to use IMAP, Exchange mode included with “Work Email” syncs messages as they arrive, integrates with the campus e-mail and phone directory, syncs your contacts, additional folders, calendars and tasks, to your phone where IMAP doesn’t]*

- Go to Settings by pressing MENU from the main desktop.
- Select “Exchange ActiveSync” (MavMAIL is based on Exchange)
- Select “Account” and fill in the fields
  - o E-mail address: [firstname.lastname@mnsu.edu](mailto:firstname.lastname@mnsu.edu)
  - o User ID: your MavMAIL username
  - o Password: your MavMAIL password
  - o Domain: campus.mnsu.edu
  - o Server: mavmail.mnsu.edu
  - o Use SSL: (should be checked)
- Select Profile
  - o Typically, select “Direct push mode” so as messages arrive in MavMAIL they are pushed to your phone in seconds.
- Sync Options - Select E-mail, Calendar, Contacts, Tasks
  - o E-mail –
    - Receive Tab: Set your preferences for how many days/weeks of messages to sync to your phone, which folders to sync
    - Send Tab: Set your signature to be included on all e-mail you send
    - Misc tab: set your preferences
  - o Calendar – set your preferences for sync range, alerts, etc.
  - o Contacts – set your sort preference
  - o Tasks – set your preference
- Now find your e-mail reader app. For Sprint phones, Work E-mail, Calendar, Contacts, etc. are what you will use. Some phones use “Mail”.

## Sprint HTC Android

- From All Programs – select the Mail app.
- You will have the choice of POP, IMAP and Exchange. Choose “Exchange”

*[NOTE: although you can choose to use IMAP, Exchange mode syncs messages as they arrive, integrates with the campus e-mail and phone directory, syncs your contacts, additional folders, calendars and tasks, to your phone where IMAP doesn't]*

Select "Exchange" and fill in the fields

- E-mail address: [firstname.lastname@mnsu.edu](mailto:firstname.lastname@mnsu.edu)
  - User ID: your MavMAIL username
  - Password: your MavMAIL password
  - Domain: campus.mnsu.edu
  - Server: mavmail.mnsu.edu
  - Use secure-connection (SSL): checked
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- In General settings choose your Font size, Signature and other options
  - In the Send & Receive section chose your options.
    - Set download frequency = As items arrive
  - In Notification settings – choose your desired options.

## T-Mobile Android 2.1

NOTE: Work Email is no longer available in Android 2.1

- From All Programs – select the Mail app.
- You will have the choice of POP, IMAP and Exchange. Choose "Exchange"  
*[NOTE: although you can choose to use IMAP, Exchange mode syncs messages as they arrive, integrates with the campus e-mail and phone directory, syncs your contacts, additional folders, calendars and tasks, to your phone where IMAP doesn't]*
- Incoming Settings for Exchange
  - Domain\Username: campus.mnsu.edu\*(your MavMAIL username)*
  - Password: your MavMAIL password
  - Exchange Server: mavmail.mnsu.edu
  - Use secure-connection (SSL): checked
  - Accept all SSL certificates: checked
  
- Account Name: your choice
- Your Name: your name
- Email Check frequency: Automatic (Push)
- Amount to synchronize: your choice
- Default Account: checked
- Email Notifications: your choice
- Sync contacts: checked