

How to access BEDB Email on Samsung (Android) Devices

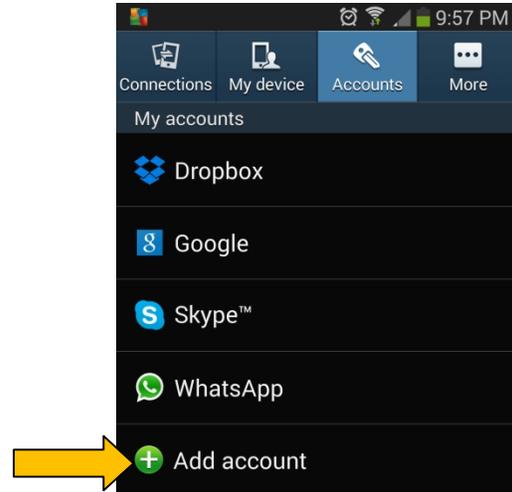
Revision 2

25 September 2014

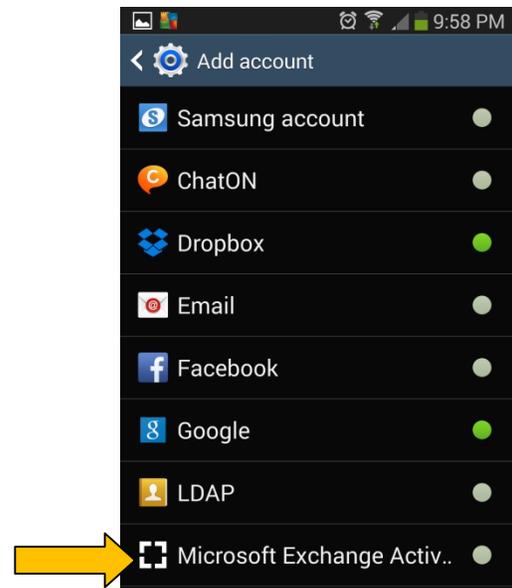
Changes include:

1. Recommendation to close Mail application to sync device or restart smartphone.

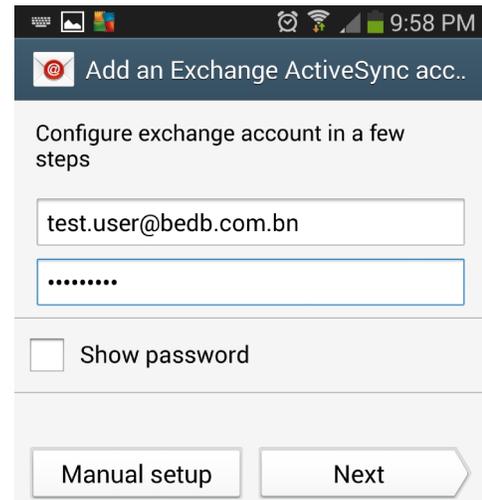
1. Go to "Settings" and select "Add account"



2. Select "Microsoft Exchange ActiveSync"

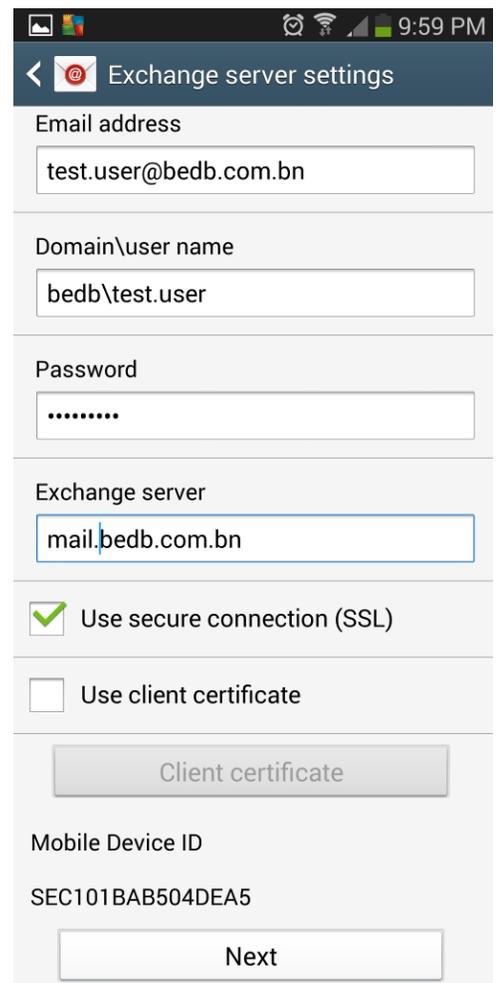


3. Enter your full email address and password. Then click "Manual Setup"



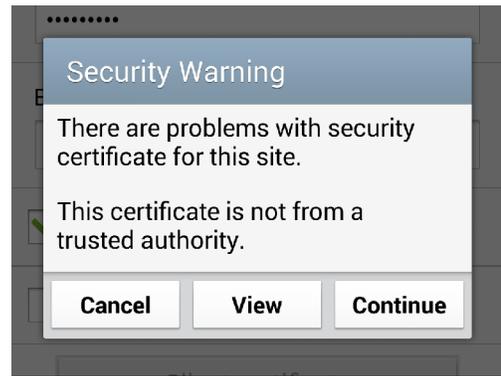
The screenshot shows the 'Add an Exchange ActiveSync account' screen on a mobile device. The status bar at the top shows the time as 9:58 PM. The screen title is 'Add an Exchange ActiveSync acc..'. Below the title, it says 'Configure exchange account in a few steps'. There are two input fields: the first contains 'test.user@bedb.com.bn' and the second contains a masked password '.....'. Below the password field is a checkbox labeled 'Show password' which is unchecked. At the bottom, there are two buttons: 'Manual setup' and 'Next'.

4. Enter your details as follows.
Your username is your login name for your PC (Eg c123 or i245). Hence your Domain\username looks something like **bedb\c123**. Ensure "Use secure connection (SSL) is ticked. Click "Next"

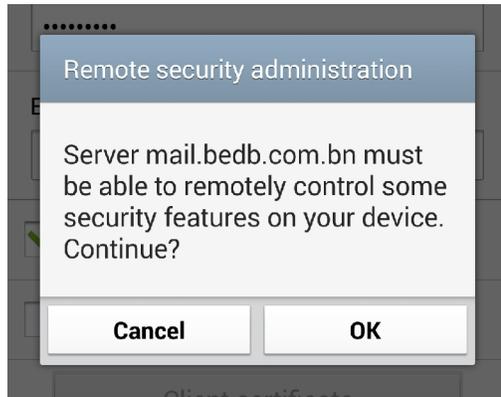


The screenshot shows the 'Exchange server settings' screen on a mobile device. The status bar at the top shows the time as 9:59 PM. The screen title is 'Exchange server settings'. There are four input fields: 'Email address' with 'test.user@bedb.com.bn', 'Domain\user name' with 'bedb\test.user', 'Password' with a masked password '.....', and 'Exchange server' with 'mail.bedb.com.bn'. Below the input fields are two checkboxes: 'Use secure connection (SSL)' which is checked, and 'Use client certificate' which is unchecked. Below the checkboxes is a button labeled 'Client certificate' which is disabled. At the bottom, there is a 'Mobile Device ID' field with the value 'SEC101BAB504DEA5' and a 'Next' button.

5. When prompted with the following security warning, click on "Continue". Your phone will then attempt to automatically find the server settings.



6. When prompted by remote security administration, click on "Ok"



7. Set your sync details based on your preferences:

Period to sync Email: Please note that the longer the time period that you have set to sync, the slower your account will be.

Sync schedule: Determine whether emails will be pushed automatically or manually (emails will only be retrieved when Mail application is opened).

Email retrieval size: To avoid huge email delivery from clogging up your email retrieval, please set your retrieval size to 50kb. You will have to manually open attachment by clicking on them.

Period to sync Calendar: Please note that the longer you sync your calendar, the longer it will take to retrieve your data.
Once settings are done, click "Next"

The screenshot shows the 'Account options' screen with the following settings:

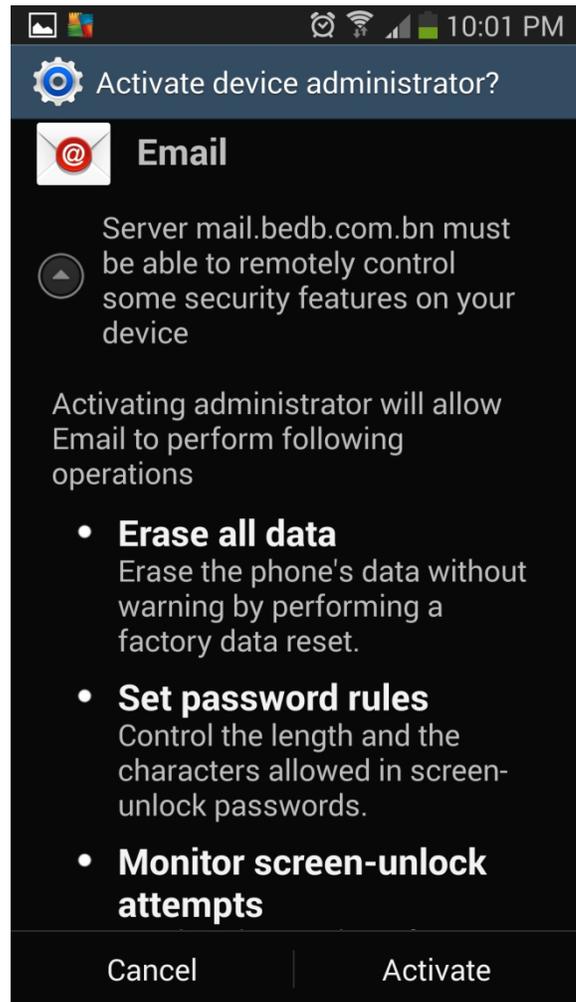
- Period to sync Email: 1 week
- Sync schedule: Manual
- Peak schedule: Manual
- Emails retrieval size: 50 KB
- Period to sync Calendar: 2 weeks
- Notify me when email arrives
- Sync Email
- Sync Contacts
- Sync Calendar
- Sync Task
- Sync SMS
- Automatically download attachments when connected to Wi-Fi

A 'Next' button is located at the bottom of the screen. A 'Copied to clipboard' notification is visible over the 'Automatically download attachments when connected to Wi-Fi' option.

8. Your smartphone will prompt you with a window to activate device administrator. These are features required by an Exchange Server and can be used to erase data remotely to protect your personal data.

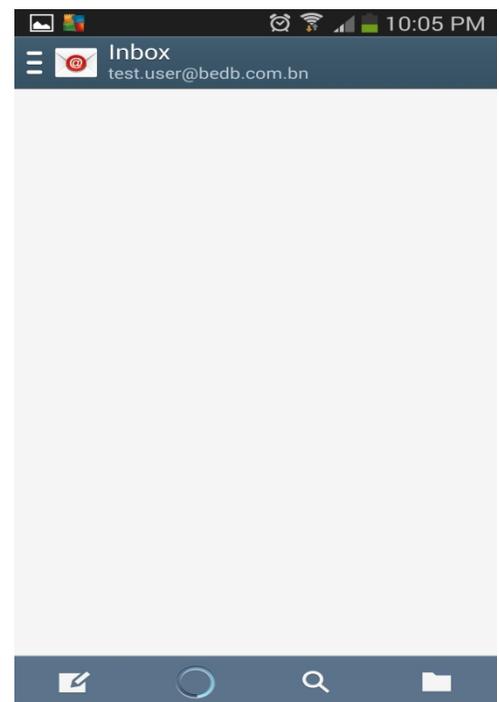
These security policies are standard for all encrypted Exchange servers and does not reflect on any IT Policies set by BEDB IS Team. The security warning is the Android operating system's way of alerting you to the technical abilities of the Exchange server.

Click on "Activate" to begin using your email.

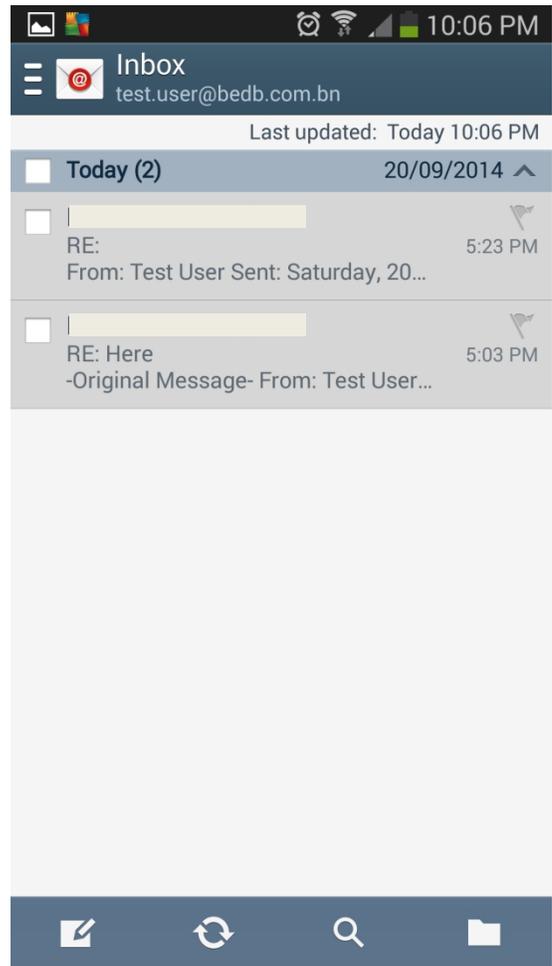


9. Upon activation, you will be directed to your Inbox as seen in the image on the right. Due to technical issues with certain versions of Android OS, you may need to close the Mail application (press Home button for 2 seconds to and swipe Mail app to the right) before it can sync and authenticate with the device.

Alternatively you can restart your smartphone



10. Once your smartphone has been restarted, click on the Mail icon to start retrieving your email.



- END OF DOCUMENT -