

Setting Up UBC Faculty & Staff Email (FASmail) on an Android Device Using ActiveSync

This document explains how to configure an Android device with your UBC FASmail account to access your calendar, contacts, and email.

These instructions are based on configuration using a Samsung Galaxy S Captivate, I896. Specific instructions may vary depending on the phone and operation system version.

Important Notes:

- UBC IT does not provide support for Android setup/installation. This document is provided as a general reference only.
- FASmail will enforce the mobile device policy referenced in the [UBC Information Security Manual](#) (section 3.7.3). UBC Policy 106 references the UBC Information Security Manual. Section 3.7.3 states:

Mobile devices must be:

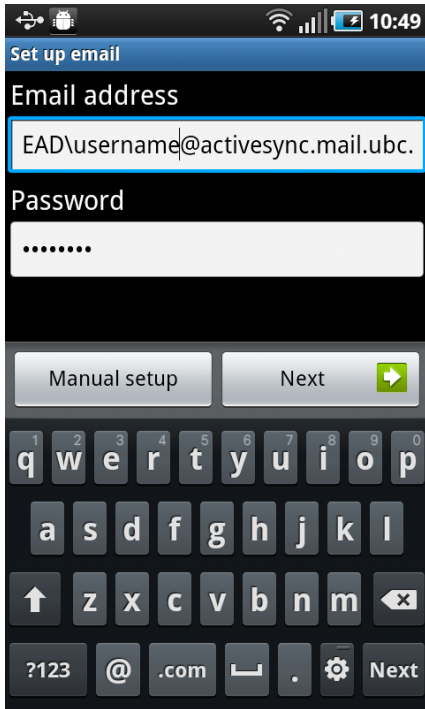
- *Protected with a password of at least five characters, unless limited by the device OS*
- *Configured to lock the screen automatically, after no more than 30 minutes of inactivity, with password protection*
- *Encrypted via device level encryption*
- *Configured such that they can be remotely wiped in the event of loss or theft*

Important: Please do not proceed with these setup instructions unless you are able to commit the new required 5-character/digit passcode to memory.

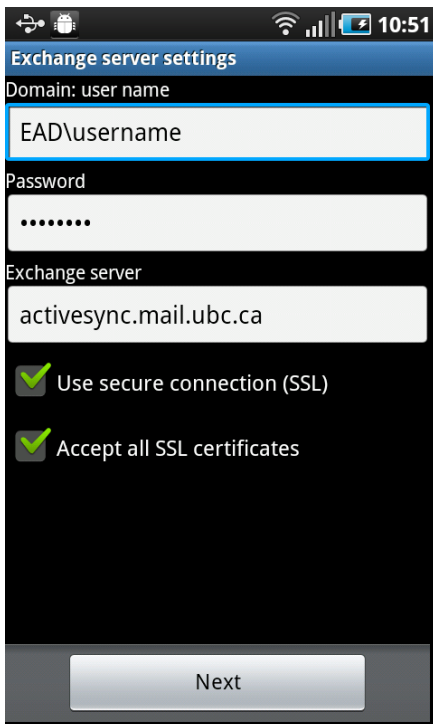
Prerequisites:

- access to internet
- your phone/device has to have a password that is at least five characters long (to set it up: Go to Settings, Location and Security, Set up/Change password)

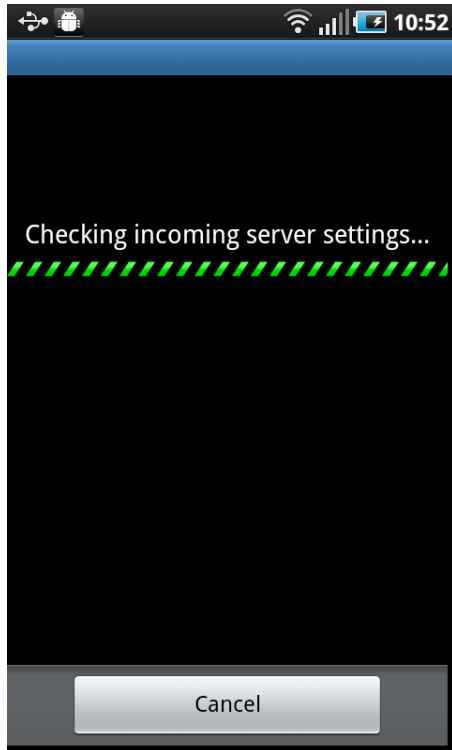
1. Go to **Settings**
2. Select **Accounts and Sync**
3. Select **Add account**
4. Select **Corporate**
5. In the **Email address** field, enter: *EAD\username@activesync.mail.ubc.ca*
 - ...where username is your CWL username.
6. In the **Password** field, enter in *your CWL password*
7. Select **Next**



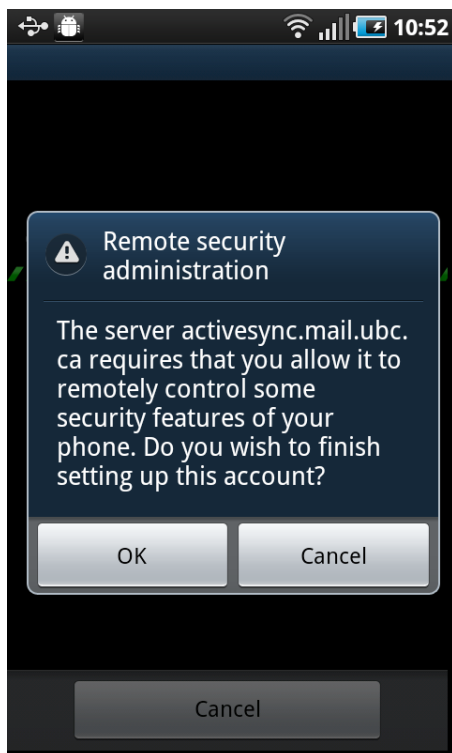
8. In the **Domain: user name** field, enter: *EAD\username*
9. In the **Password** field, enter in *your CWL password*
10. In the **Exchange server** field, enter: *activesync.mail.ubc.ca*
11. Place a checkmark next to *Use secure connection (SSL)*
12. Place a checkmark next to *Accept all SSL certificates*
13. Select **Next**



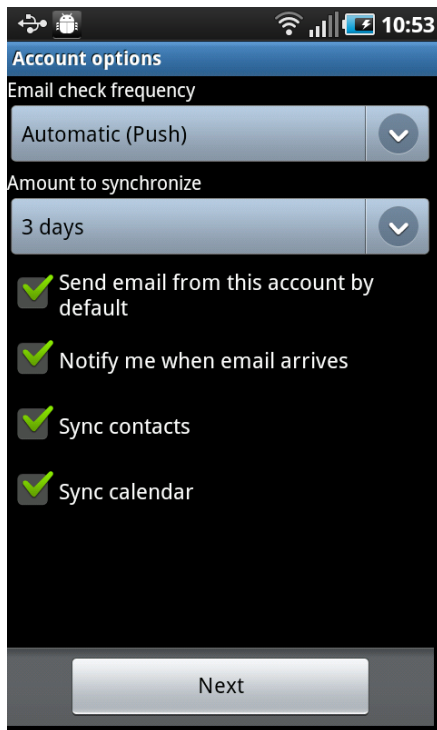
14. Wait for your phone to check incoming server settings



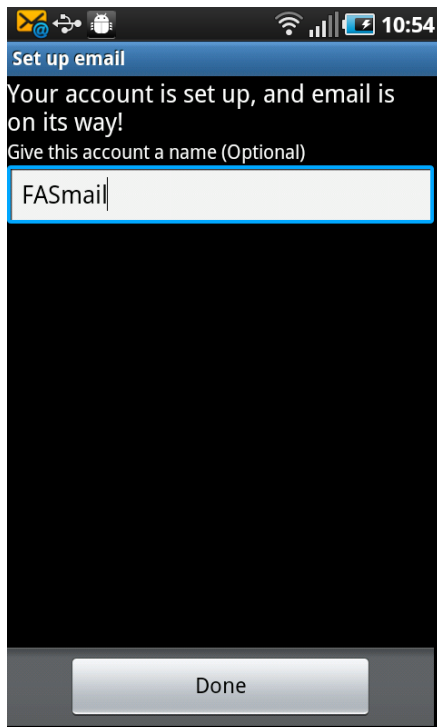
15. When asked the **Remote security administration** question, select **OK**.



16. Under **Account options**, please a checkmark next to *Send email from this account by default*
17. Select **Next**

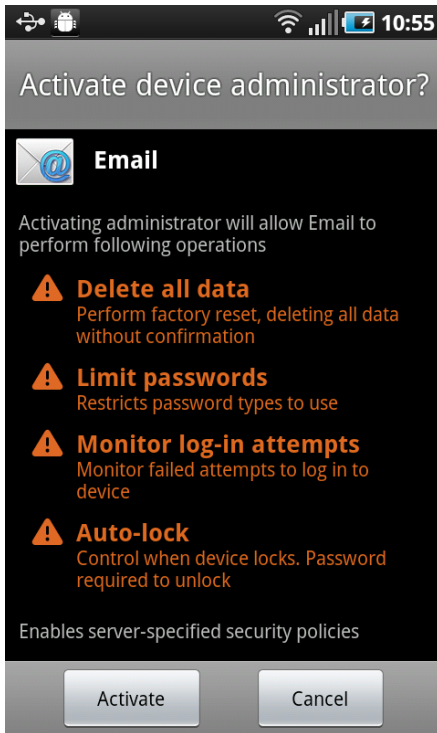


18. Under **Give this account a name (Optional)**, type: FASmail
19. Select **Done**



20. Android gives you a summary of what "Activating device Administrator" means.

21. Select **Activate**



22. Your Android device is now configured for UBC FASmail.