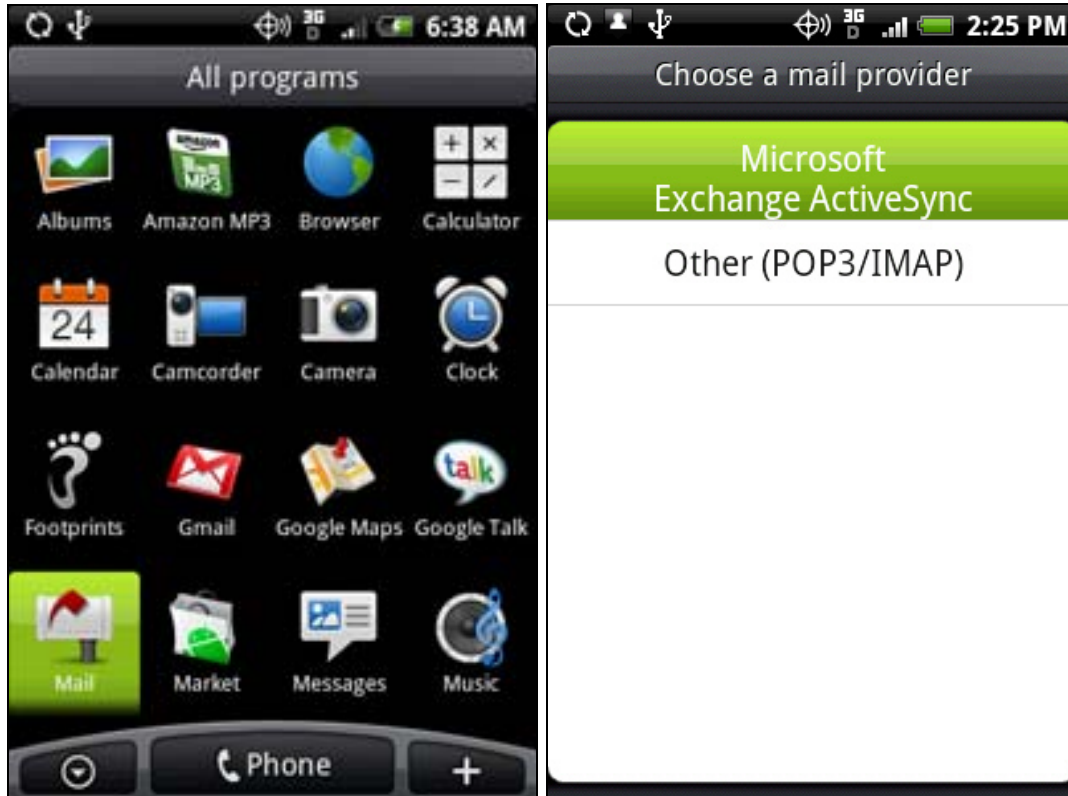


HTC Droid Incredible Exchange Instructions

Faculty/Staff

1) To begin using your HTC Droid Incredible with your exchange email account, from the programs menu, tap *Mail*, then on the following screen, tap *Microsoft Exchange ActiveSync*.

(If you already had a different mail account setup previously, to get to this screen: tap *Menu*, tap *More*, tap *New account*, and then tap *Microsoft Exchange ActiveSync*.)



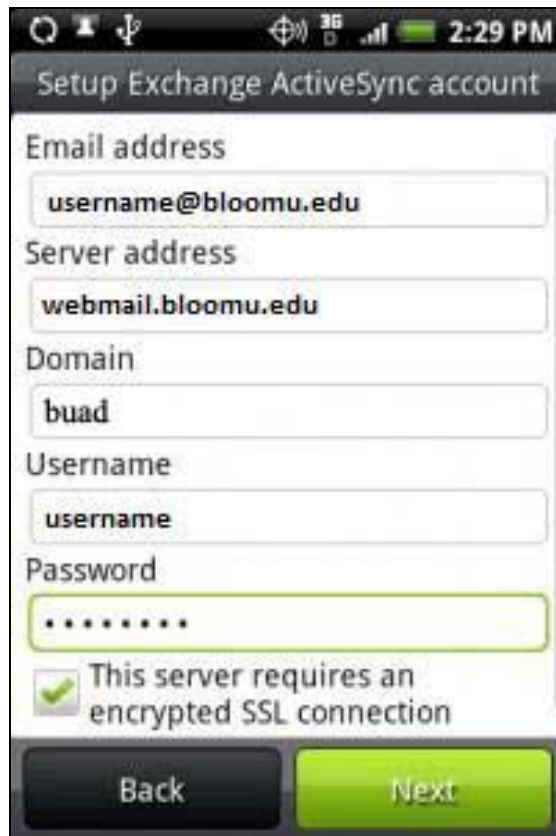
HTC Droid Incredible Exchange Instructions Faculty/Staff

2) On this screen, tap *Manual Setup* so it shows more options. Enter your full email address, enter *buad* for the domain, enter your *username*, and your current password. Tap *Next* to continue.



HTC Droid Incredible Exchange Instructions Faculty/Staff

3) If it does not auto-detect your server address, enter *webmail.bloomu.edu*. Be sure that your domain (buad), username, and password are still filled in, ensure the box that says *This server requires an encrypted connection* is checked, then tap *Next* to continue.



Setup Exchange ActiveSync account

Email address
username@bloomu.edu

Server address
webmail.bloomu.edu

Domain
buad

Username
username

Password
.....

This server requires an encrypted SSL connection

Back Next

HTC Droid Incredible Exchange Instructions Faculty/Staff

4) Select all the items you wish to sync, then press *Finish Setup* to finish the process. Please give the phone up to approximately 15 minutes to do the initial sync.

