To begin using your phone with your exchange email account, click Start, and then click on the ActiveSync icon. On the next screen, click the link that says "set up your device to sync with it."
You should be on a screen that looks like this. Enter your email address, check the *Attempt to detect settings* box, and click *Next* to continue. On the next screen, enter your username, password, and for the domain, type in *BUAD*. Click *Next* to continue.
On the server settings screen, enter `webmail.bloomu.edu` for the server address, and check the box that says *This server requires an encrypted connection*. Click Next. Confirm the options on the following screen, then click Finish.
You're done. Now, click on Sync to begin using Microsoft Exchange.