Configuring a phone with ActiveSync capability to access Concordia’s Exchange Email server.

The information in this document applies only to users with “cune.edu” email accounts.

We assume you have a phone that is capable of using ActiveSync to communicate with Concordia’s Exchange Email server. Note that Blackberry phones cannot do ActiveSync without adding an additional application to the phone. One Blackberry user has apparently had success with “NotifySync”.

Start the email client on your phone and go to where you can configure a new account. You should be looking for something like “Exchange” or “Enterprise” or “Corporate”. It will NOT say “IMAP” or “POP” or “Gmail” or “Yahoo”.

If you cannot find this area on your phone then you may not have ActiveSync capability.

There are five pieces of information that you will need:

- **Domain:** CUNE
- **Username:** <first-initial><last-name> (This is the same username you use to log in to our network. An example might be: jsmith)
- **Password:** (This is the same password you use to log in to our network. UNDER NO CIRCUMSTANCES SHARE THIS PASSWORD WITH ANYONE.)
- **Email address:** (This is your normal email address. An example might be: John.Smith@cune.edu)
- **Server:** webmail.cune.edu

Sometimes, the domain and username are combined to form the username, as shown below. In that case, the Domain is either not requested, or that line should be left blank.

- **Username:** cune\jsmith

You may also be asked an SSL question. Answer it “Yes”.

You may need to experiment a bit with how your particular phone and email client works as you answer the questions. Consult your User Manual or your phone vendor for assistance.

If you are buying a phone the vendor may help you to configure it. You will need to supply them with this information. However, UNDER NO CIRCUMSTANCES SHARE YOUR PASSWORD WITH ANYONE. Insist that you enter it yourself and do not share it with anyone.