

Setting up Email on a Company Owned Device

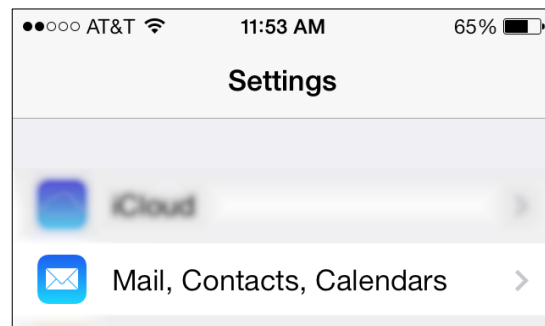
Company Owned Devices:

Before you begin:

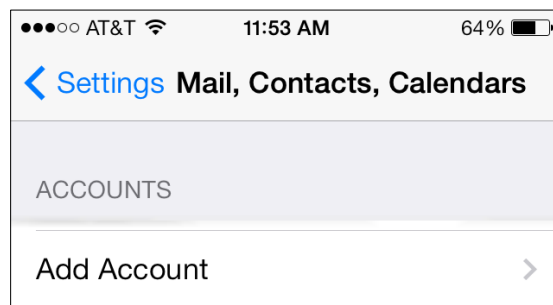
If you have a company owned device that is already managed by our AirWatch system you will be able to use Active Sync to connect your Outlook email, calendars, and contacts to your device.

To connect:

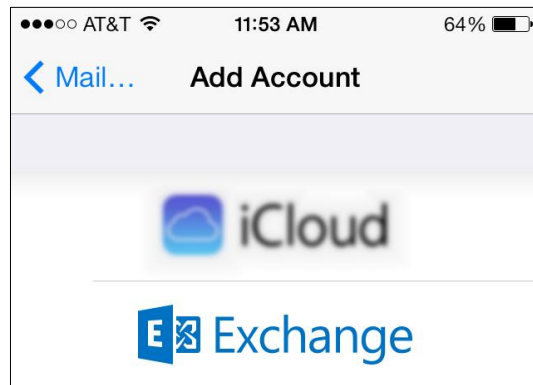
1. Open Settings on your device and navigate to Mail, Contacts, Calendars:



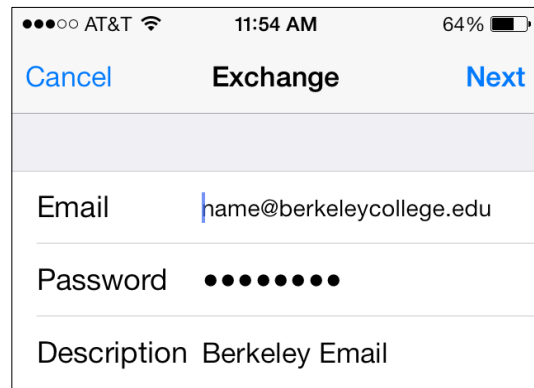
2. Select Add Account:



3. Choose Exchange



4. Enter your information. Your email address will be firstname-lastname@berkeleycollege.edu.



5. Once your account verifies you can choose to sync you email, calendars, contacts, etc. to your device.

At this point your device will be submitted for admin approval. All requests will be acknowledged within one business day. **You will not receive any email until your device has been approved.**

You may also wish to install the OWA app from the App Store. Please note that this will require a separate approval as well as a second strong password to access.

