

MCCG Orientation Iphone, etc. Instructions

To configure a windows mobile device to use MCCG Exchange server:

1. On the mobile device, from the home screen, click **Start**, then **Programs** and then click **ActiveSync** (Or you can go to your messaging accounts and setup a new email account)
2. In **ActiveSync** click **Menu**, and then click **Configure Server** (if in the Mail setup you will be asked to enter your hospital email address)
3. Enter the server address: **outlook.mccg.org**
4. Select the **This server requires an encrypted (SSL) connection** check box.
5. Click **Next**.
6. Enter your user name: example smithj
7. Your MCCG network password
8. Domain: cghsnt
9. Select the **Save password** check box.
10. Click **Next**.
11. Select the check box next to each type of information that you want to synchronize with the server, and then click **Finish**.
12. If you get an error message check your NT username / password

To configure an Iphone:

1. Go to your settings and choose mail.
2. Next setup a new account.
3. Choose the option for a Microsoft Exchange Server.
4. Use these setting below.

Email: lastname.firstname (example smith.joe)

Server: **outlook.mccg.org**

Domain: cghsnt

Username: <your mccg network login> example smithj

Password: < your network password >

Description: smith.joe@mccg.org (can't be edited)

Use SSL: **On**

** If you get an error message check your Network (NT) login / password

To configure an Android mobile device:

1. Go to "Settings". (Found under App list and/or clicking Menu button at bottom)
2. In Settings, select "Accounts & Sync"
3. Select "Add account".
4. Select "Exchange ActiveSync"
5. Fill in required fields.

For Email Address, type in entire email address (xxxx@mccg.org).

For Server address, type in "outlook.mccg.org" (Without Quotes)

For Domain, type in "CGHSNT" (Without Quotes)

For username, type in your NT username. Ex: ramsp

For password, type in you NT Password. Be careful with special characters, CAPS, etc.

Make sure "This Server requires an encrypted SSL Connection" is checked.

6. Select "Save" at bottom.
7. Reboot Device. (Shut off and back on)
8. Go to your "Mail" icon and messages should be there!
9. If you get an error message check your NT username/password

