Syncing the Department of Medicine Exchange with Android
Department of Medicine IT Services
Updated 1/28/2015

Instructions made with Android 4.0.4

The mobile device sync option is enabled by default and will not allow the email or calendars to download to the device until it has been encrypted and secured with a strong password. If you are unable to complete the following instructions you can contact the Department of Medicine IT Services help desk at 206-616-8805 for assistance.

1. Start by ensuring that there is a password on your phone, that the screen lock timer is set to 20 minutes or less (the shorter the lock timer the more secure), and encryption is enabled. For detailed help with this step please see the Device Security page on our website: https://depts.washington.edu/domis/security_documentation.

2. In the Settings menu find the Accounts and Sync option.

3. You should now see a list of the account on the phone. Choose Add Account.

4. When choosing the type of account to add, choose Corporate. Depending on the version of your device this may instead be listed as Exchange.
6. Enter your @medicine.washington.edu email address and password.
   Please note that some groups have custom addresses such as @nephrology.washington.edu or @cardiology.washington.edu, if you have one of those addresses enter that instead.

7. You should now be prompted for more settings, enter your information in the following format. Make sure that the server address is listed as mail.uwmed.org.

8. After clicking next you may be prompted to activate additional security. You will need to choose Allow for the account to be configured on your phone.

9. Finish the configuration by selecting which items you want to sync and giving it a display name of your choosing.

For any questions regarding this process please contact the help desk at 206-616-8805 or ishelp@medicine.washington.edu.