

Medical Staff

Adding AHS Email to Your Android Device using Microsoft Exchange

AHS physicians can access their AHS email on their personal Android device easily, by following a few simple steps:

- 1) Set up your privacy settings appropriately
 - Ensure your personal Android device has a strong passcode (at least six characters; require passcode immediately on opening or after timeout).
 - If supported by your device, turn on and configure fingerprint recognition.
 - Configure to erase the device data after 10 failed passcode attempts.
- 2) Activate any features for locating a lost device; including executing a remote reset or wipe/erasure of the device.
- 3) On the main screen select 'Apps'
- 4) Select 'Settings,' 'Accounts,' then 'Microsoft Activesync'
 - Enter your AHS email address (e.g. john.doe@ahs.ca or john.doe@albertahealthservices.ca) and AHS Windows ID password and then tap 'Manual Setup'
- 5) Select 'Domain\user name' and enter 'healthy\<AHS User ID>' (e.g. healthy\johndoe).
- 6) Select 'Exchange Server' and enter 'email.albertahealthservices.ca'
- 7) Tap 'NEXT'

NOTE: your Healthy account password must be changed every three months. Although an AHS Windows workstation will warn you and later prompt for a password change, your device mail may simply stop working. Therefore, be sure to change your password, when required, on a computer and then use the above screen to update the AHS Mail password on your mobile device.

- 8) On the Activation message tap 'OK' and tap 'OK' on the 'Remote security administration message'
- 9) Tap 'Activate'
- 10) Account options can be modified (e.g., Period to sync Email – default three days) and then tap 'NEXT'
- 11) You may wish to give the account a name or you can leave it as your AHS email address.
- 12) Tap 'Done'

Your AHS email and calendar has now been successfully setup. Samsung smartphones will automatically check for any email on the server, including Calendar Folders and Contacts.