

Circuit Training

Strengthening your IT System Skills



Connecting personal smartphones to corporate email

Many users have personal smartphones that they'd like to connect to their corporate email. The following steps will allow you to do just that. The IT Division would like to advise employees that if they decide to move forward with the activation they should be aware of a few things. If you don't have a device Pin or Password on your phone you will be prompted to enter one during the activation process. Please note that the "swipe" password is not considered a valid choice. If you lose your phone you will have an obligation to contact the IT Division immediately. In the event of a loss, the IT division will wipe your phone to protect your personal and corporate information including photos, contacts, etc.

Connecting Android Galaxy S4/S5

1. From the Home screen, tap **Settings**
2. Choose the **Accounts** tab at the top of the screen
3. Tap **Add Account**
4. Select **Microsoft Exchange Active Sync**
5. Enter your corporate email address and your system password, then tap **Next**
6. Choose **Manual Setup** bottom at the bottom of the screen
7. Domain-user name is **ntpc.com\user name** (ie - ntpc.com\cmcmeekin) and Exchange Server is **mail.ntpc.com**
8. Check the "Use secure connection (SSL)" option only then tap **Next**
9. Read the Activation policy and select **OK**
10. Hit **Next** through the default settings and then select **Activate**

Connecting Apple iPhone 5

1. From the Home screen, tap **Settings**
2. Scroll down to and tap **Mail, Contacts, Calendars**
3. Tap **Add Account**
4. Tap **Microsoft Exchange**
5. Enter your corporate account email address and system password, Description can be NTPC or Work Email, etc but this field is optional. Then tap **Next**
6. Tap the Server field and enter **mail.ntpc.com**, tap the Domain field and enter **ntpc.com**, then tap User name and enter yours (ie - CMcMeekin), then tap **Next**
7. Tap the toggles to enable or disable the required options and include the SSL option if prompted. Typically **Calendar** is not a default but if you'd like your work calendar integrated with your personal calendar on your phone you'll need to enable it. Then tap **Save**

Please contact the Help Desk @ helpdesk@ntpc.com for more information on this topic or any other questions you may have.