

## Syncing your smart phone to outlook

### Commonly asked for fields...

Email Address	Your email address (Firstname.lastname@courts.wa.gov)
Password	Your AOC login password
Domain \ Username	Courts\userid (ex: Courts\techarj)
Server	Webmail.courts.wa.gov

## Set up your iPhone

Follow these steps to setup your Exchange ActiveSync account your iOS device:

1. Tap **Settings > Mail, Contacts, Calendars > Add Account > Microsoft Exchange**.
2. Enter the information in the fields below, then hit **Next**:

The screenshot shows an iPhone screen with the title 'Exchange' and a 'Next' button. The fields are:

- Email: first.last@courts.wa.gov
- Domain: courts
- Username: Windows login
- Password: Windows password
- Description: My Exchange Account

3. Your iOS device will now try to locate your Exchange Server. If necessary, you will need to enter your front-end Exchange Server's complete address in the **Server** field.



4. Choose which content you would like to synchronize: Mail, Contacts, and Calendars. Tap **Save** when finished.

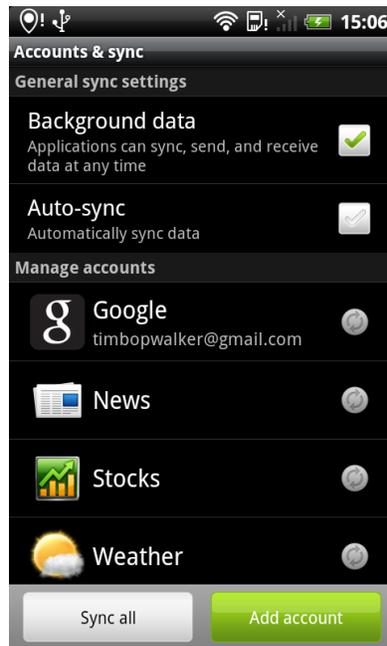


**Note:** To modify your exchange settings, Tap **Settings > Mail, Contacts, Calendars**, select your Exchange account, and tap **Account Info**.

## Set up your Android device

The following instructions were created on a Motorola Droid. Your Android based phone may be slightly different. Follow the instructions that came with your phone and use the supplied information when prompted.

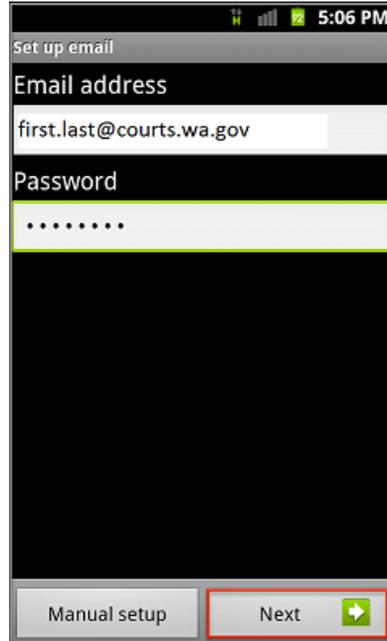
- Press the “**Settings**” icon.
- Press the “**Accounts & sync**” menu item.



- Press the “**Add account**” option at the bottom.



- Press “**Corporate Sync**”



- Enter your full email address in the “**Email address**” field ([adam.johnson@courts.wa.gov](mailto:adam.johnson@courts.wa.gov))
- Enter your domain password in the “**Password**” field. Passwords are case sensitive.
- OPTION – If you want this to be your primary email address on the phone, check the “Send email from this account by default.” box.
- Press “**Next**”.

Enter your existing  
Corporate Sync  
account:

Domain\Username  
courts\username

Password:  
.....

Use secure connection

Email address:  
first.last@courts.wa.gov

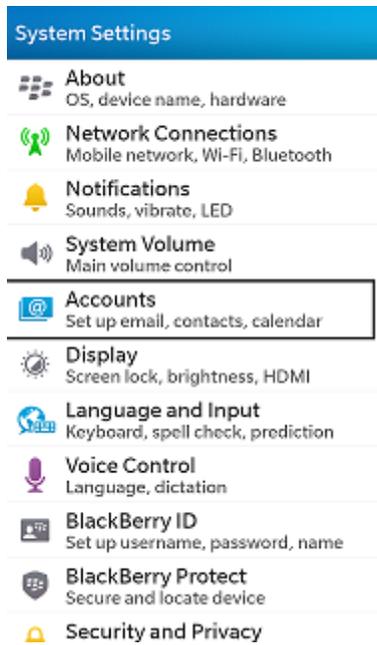
Server:  
webmail.courts.wa.gov

Back Next

- In the “**Domain\Username**” field, type “courts” followed by your username. (courts\techarj). This could be different depending on the domain (WSSC, COA1, etc.)
- The “**Password**” field should already be filled in. If not, reenter your password.
- Add “webmail.” to the beginning of the “**Server**” field. It should read “webmail.courts.wa.gov”
- Make sure the “**Use secure connection (SSL)**” option is checked. It is checked by default.
- Press “**Next**”.

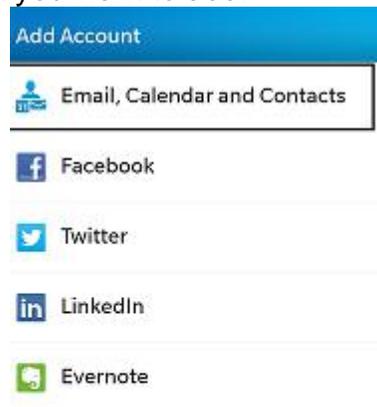
## Set up your Blackberry device

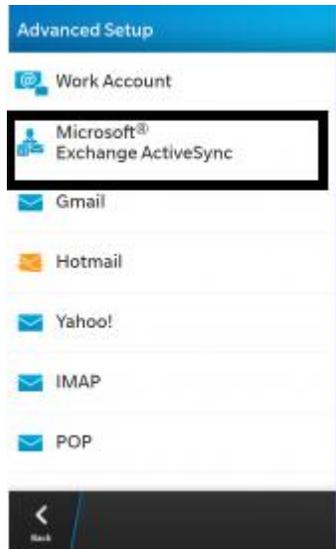
1. On the home screen, swipe down from the top of the screen.
2. Tap Settings > Accounts.



3. Tap to add an account.

4. Tap the type of account that you want to add.





5. Enter the account information. Tap Advanced at the bottom of the screen.



6. Enter the information shown here. Tap next.

Dismiss POP Done

\* Required Fields

Description  
My email

Display Name  
Work

Username \*  
Windows login

Email Address \*  
user.name@courts.wa.gov

Password \*  
Windows Password

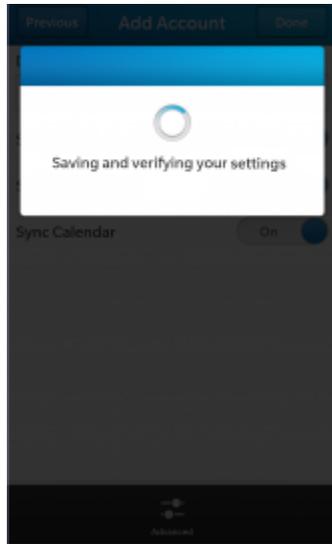
Server Address \*  
webmail.courts.wa.gov

Port \*  
443

Use SSL On

7. Change any additional settings, such as synchronization preferences.

8. Tap Done.



9. When this completes you are finished.