

Adding Citi Habitats Exchange Account

[For iOS Devices \(iPhone\)](#)

[For Android Devices](#)

[For Windows Phones](#)

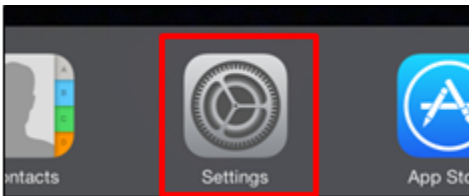
[For BlackBerry Z10 and Q10](#)

iOS Devices

Depending on the version of your iPhone or iPad device, the example pictures and wording may be slightly different, but this process will be virtually identical.

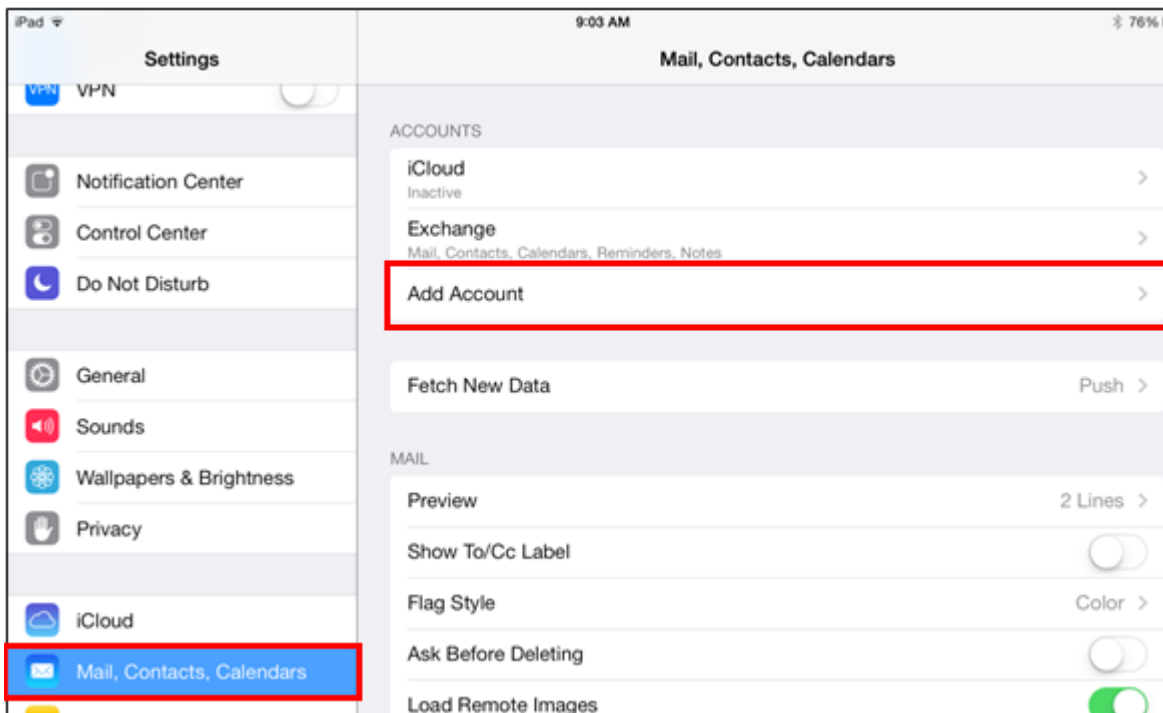
Step # 1

Select **Settings**.



Step # 2

Select **Mail, Contacts, Calendars**. Then select **Add Account** followed by **Microsoft Exchange**.



Step # 3

Type in your **e-mail** and **password**.

On the next screen, **type in** the fields below:

Email	your email
Server	(leave this blank)
Domain	citi-habitats
Username	your login name (<i>without @citihabitats.com</i>)

Set **SSL** to On.

When finished, **select Next**.



Verifying

Email: adubuc@citi-habitats.com

Server:

Domain: citi-habitats

Username: adubuc

Password:

Description: Citi-Habitats

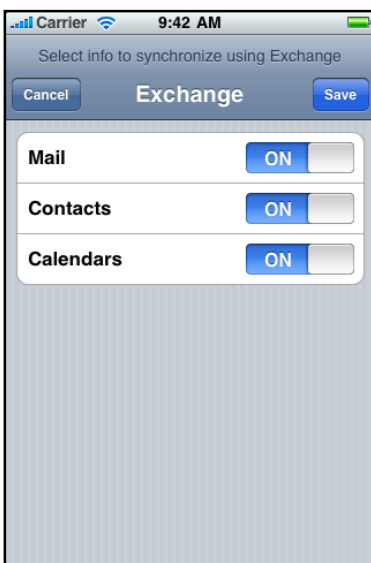
Use SSL: ☒ ON

Step # 4

Swipe the **ON/OFF slider** to choose which content you would like to synchronize:

- **Mail**
- **Contacts**
- **Calendar**

Select **Save** when finished. You will be prompted to update your passcode to an 8-digit PIN or Password.

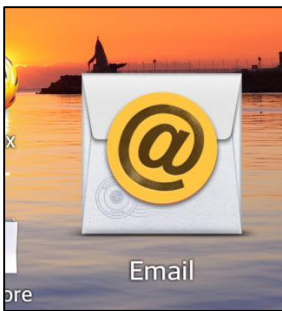


Android Devices (*various*)

These instructions will cover how to add your Citi Habitats email to your Android mobile device. Depending on the version of your Android device, the example pictures and wording may be slightly different.

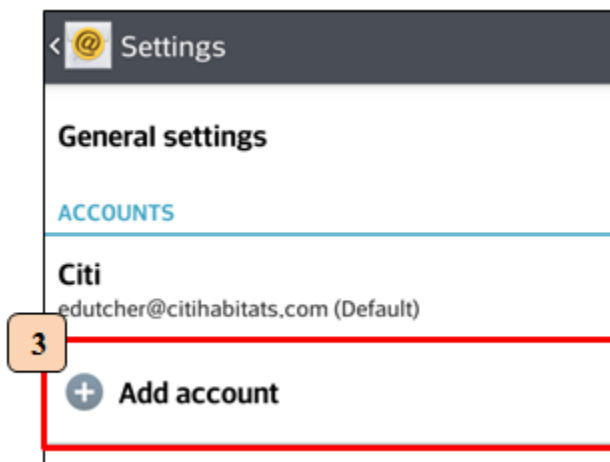
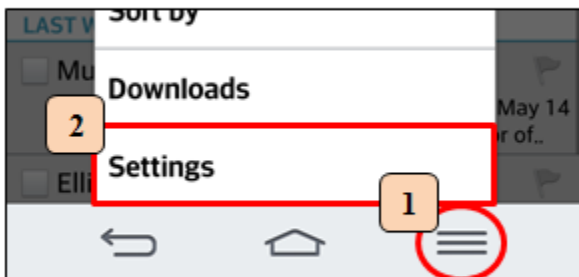
Step # 1

Open your **Email app**.

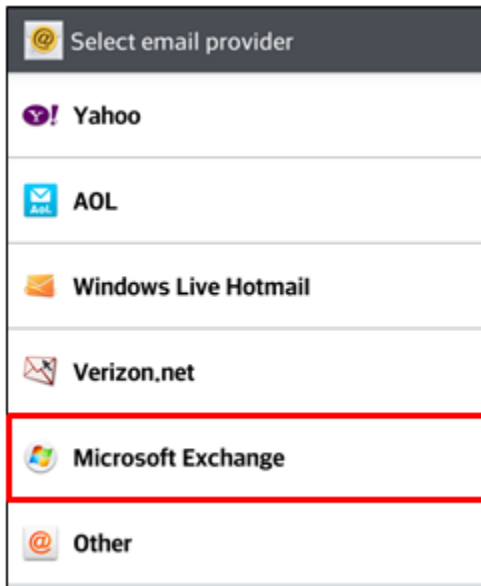


Step # 2

If you already have an email account, **select** your **Menu** button and **Settings**.
Then **select** **Add account**.



Select **Microsoft Exchange**. This may also be called **Corporate** or **ActiveSync**.



Select email provider

Yahoo

AOL

Windows Live Hotmail

Verizon.net

Microsoft Exchange

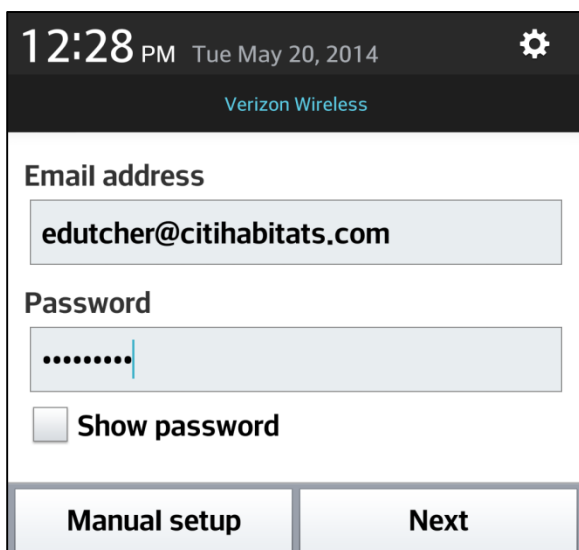
Other

Step # 3

Enter your **email address** and **password**.

If available, **select Manual setup**.

Otherwise **select Next**. You may be given a prompt that the installation failed or needs more information – if so, **select Next, OK, or Details**.



12:28 PM Tue May 20, 2014

Verizon Wireless

Email address

edutcher@citihabitats.com

Password

.....

☐ Show password

Manual setup Next

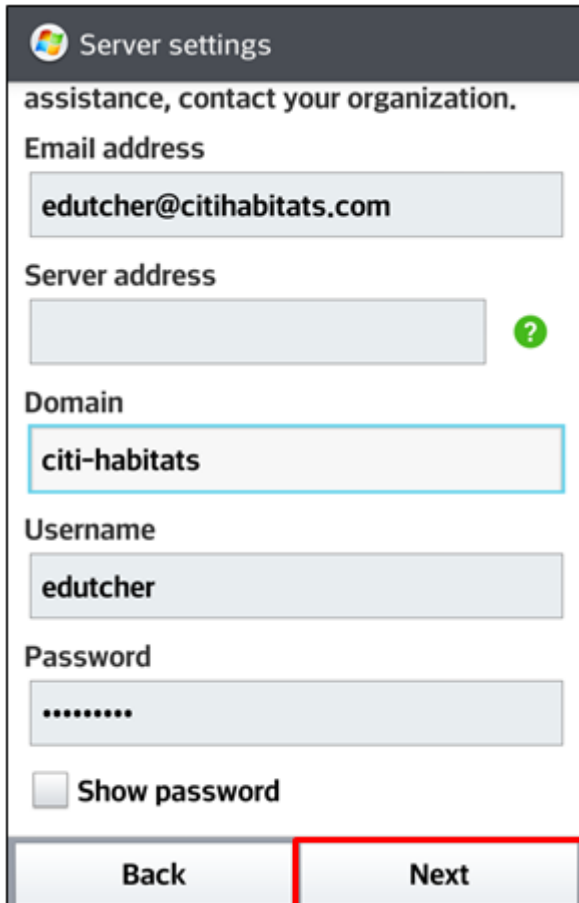
Step # 4

In **Server settings**, enter:

<u>Email address</u>	your email (with @citihabitats.com)
<u>Server address</u>	(leave this blank)
<u>Domain</u>	citi-habitats
<u>Username</u>	your username (without @citihabitats.com)
<u>Password</u>	your password

Leave **SSL** and **Certificates** as the default.

When finished, **select Next**.



Server settings

assistance, contact your organization.

Email address
edutcher@citihabitats.com

Server address
?

Domain
citi-habitats

Username
edutcher

Password
.....

☐ Show password

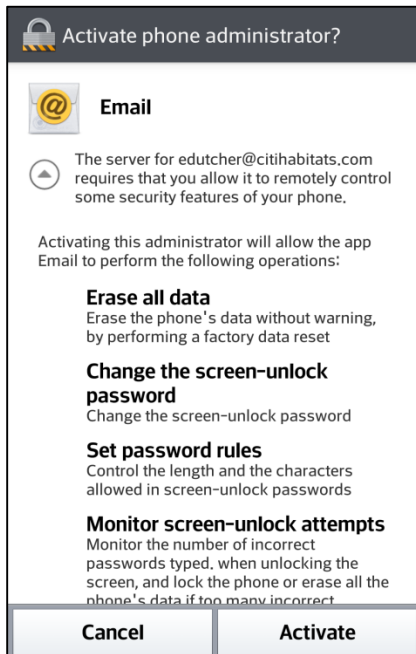
Back Next

Step # 5

If you do not see the administrative warning below, skip to Step #8.

An administration program will be added to your phone to monitor your security lock.

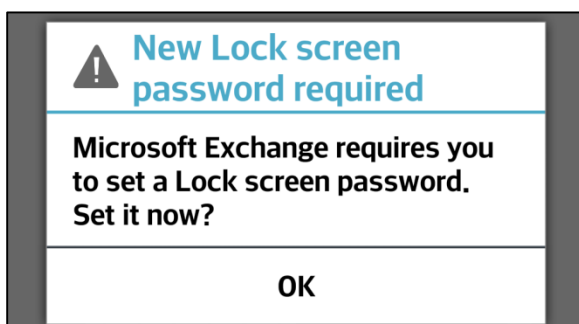
Read the **disclaimer** and select **Activate**.



Step # 6

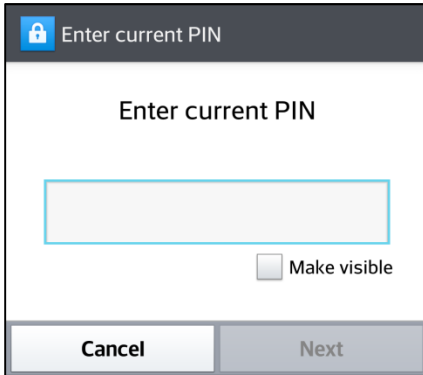
Once the administration program is installed, you may be prompted to change your passcode lock.

Please note that **we do not store your passcode**. The passcode is used to unlock your device, and if you forgot your passcode then you will need to reset your device to factory settings. This will wipe all content on the device.

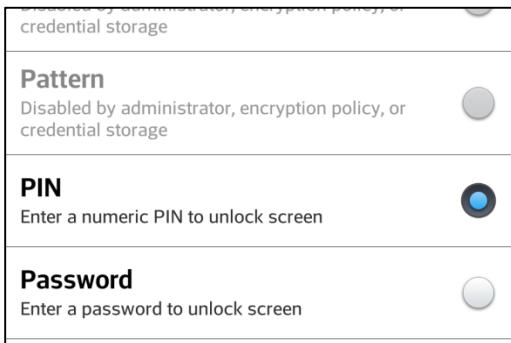


Step # 7

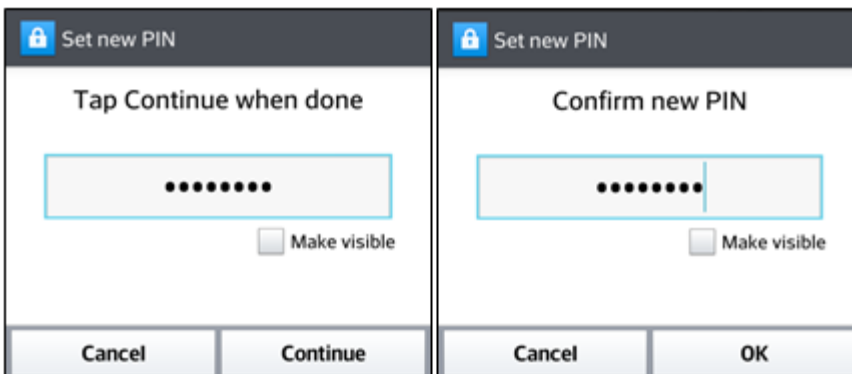
To change your passcode, first **enter** your **current passcode** (if you have one).



You can then **select** either **PIN** or **Password**.
Finger swipe and other pattern-based passcodes are not permissible.



Enter and **confirm** your **new passcode**.



Step # 8

Choose what you want to sync. If you are unsure, **select everything** (with the exception of Text Messages, where available).

If you have a limited data plan, you may want to change your **Update schedule** from **Push** to **Manual** so that it is not always updating.

Select Days to sync and choose the farthest allowed time back.

Select Next when finished.

Account settings

Select the data to synchronize with the Exchange server.

1 Sync Email ☒

Sync SMS ☒

Sync Contacts ☒

Sync Calendar ☒

Sync Tasks ☒

2 Update schedule
Push

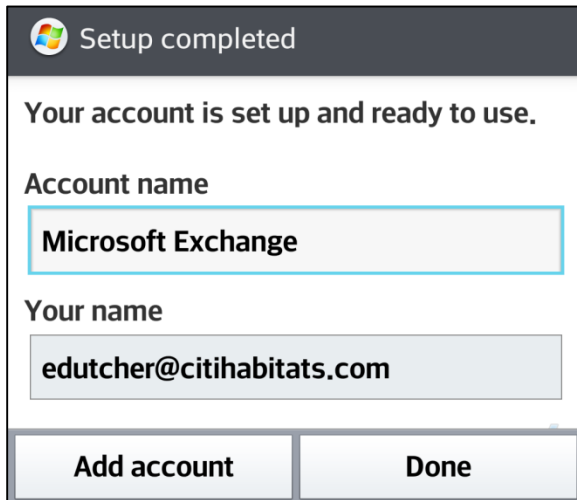
3 Days to sync email
3 days

4 Back Next

Step # 9

Enter a **description** for your account. On some devices this step may have come earlier.

After your account is added it may take 5-10 minutes before your email fully syncs onto your device.

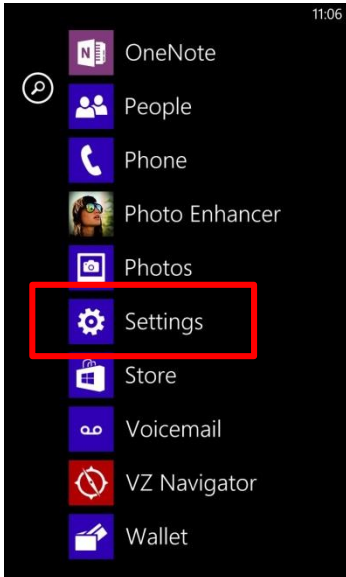


The screenshot shows a 'Setup completed' dialog box with a Windows logo icon. The text inside reads: 'Your account is set up and ready to use.' Below this, there are two input fields. The first is labeled 'Account name' and contains the text 'Microsoft Exchange'. The second is labeled 'Your name' and contains the email address 'edutcher@citihabitats.com'. At the bottom of the dialog, there are two buttons: 'Add account' and 'Done'.

Windows Phone

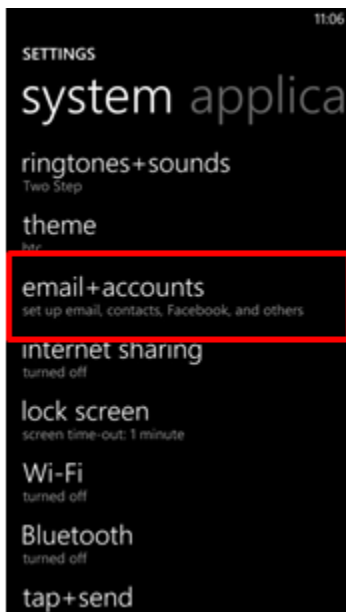
Step # 1

Select **Settings**.



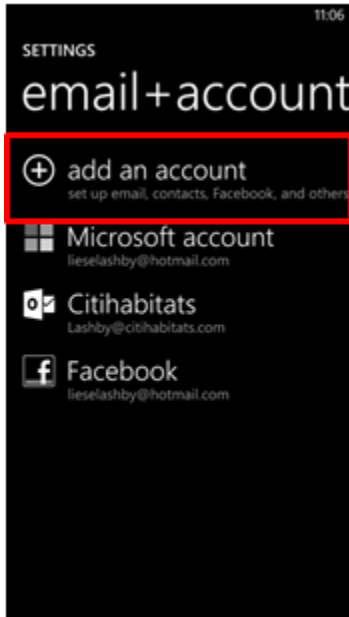
Step # 2

Select **emails + accounts**.



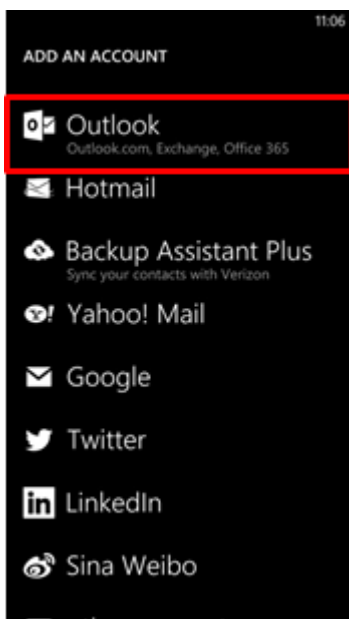
Step # 3

Select **add an account**.



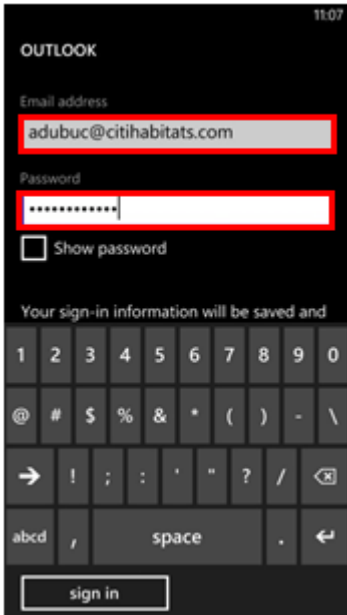
Step # 4

Select **Outlook**.



Step # 5

Type in your **email** and **password**.



11:07

OUTLOOK

Email address

adubuc@citihabitats.com

Password

.....

☐ Show password

Your sign-in information will be saved and

1 2 3 4 5 6 7 8 9 0

@ # \$ % & * () - \

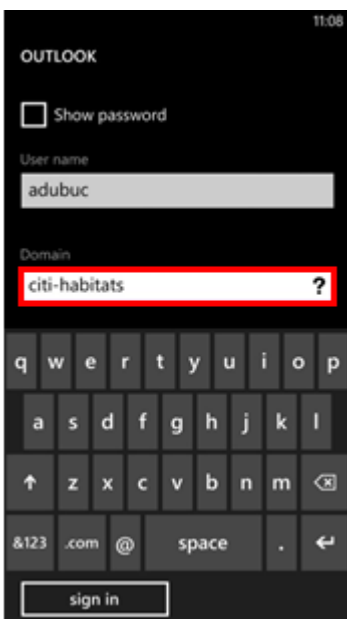
→ ! ; : ' " ? / <X>

abcd , space . ↵

sign in

Step # 6

Type in **citi-habitats** for the **Domain**.



11:08

OUTLOOK

☐ Show password

User name

adubuc

Domain

citi-habitats ?

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m <X>

&123 .com @ space . ↵

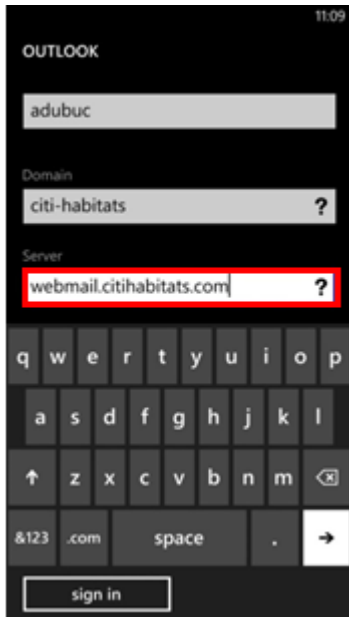
sign in

Step # 7

You will be prompted by an error message.

Click on **Advance** and then **type in** webmail.citihabitats.com for the **Server**.

Your phone will now begin syncing your Citi-Habitats e-mails.



BlackBerry Z10 and Q10

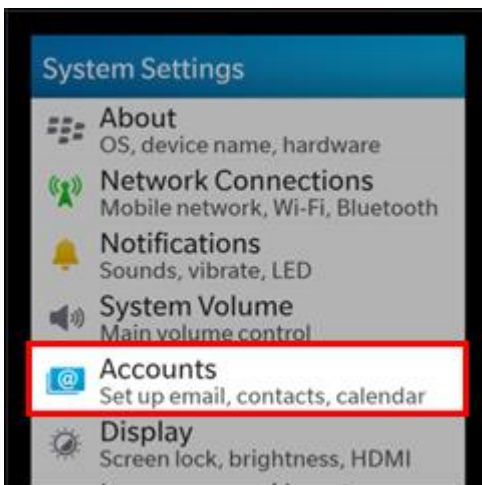
Step # 1

Select **Settings**.



Step # 2

Select **Accounts**.



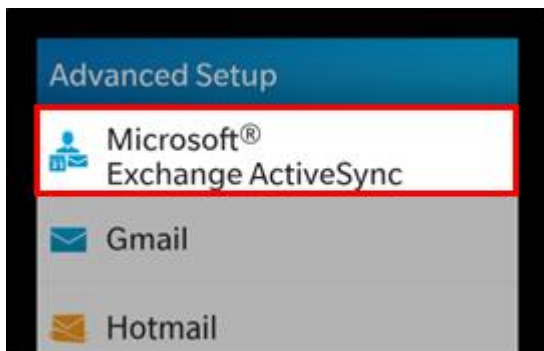
Step # 3

Select **Advanced** at the bottom of the screen.



Step # 4

Select **Microsoft Exchange ActiveSync**.



Step # 5

In the **Add Account** window, type in:

Description	Citi-Habitats
Domain	Citi-Habitats
Username	your username (do not include @cithabitats.com)
Email Address	your Citi-Habitats email address
Password	your password
Server Address	(leave this blank)

Make sure that:

- **Port** is **443**
- **Use SSL** is **On**
- **Use VPN** is **OFF**
- **Push** is **On**.

Select **Next** when finished.

The screenshot shows the 'Add Account' window for Microsoft Exchange ActiveSync. At the top, there are buttons for 'Dismiss', 'Add Account', and 'Next'. Below the title, it says 'Microsoft® Exchange ActiveSync' and '* Required Fields'. The form has several input fields: 'Description' (with 'User Account Name' entered), 'Domain' (empty), 'Username *' (with 'user@example.com' entered), 'Email Address *' (with 'user@example.com' entered), and 'Password *' (with masked characters '*****' and an eye icon). The 'Server Address' field is not visible in this screenshot.

The screenshot shows the configuration options section. It has a 'Server Address *' field (empty). Below it is a 'Port *' field with '443' entered. There are three toggle switches: 'Use SSL' (set to 'On'), 'Use VPN' (set to 'Off'), and 'Push' (set to 'On'). Below these are 'Sync Interval' (set to 'Manual') and 'Sync Timeframe' (set to '30 Days').

Step # 6

Choose which **information** you would like to sync. When finished, **select Done**.

Your Citi-Habitats account will automatically be synced to your device.

Updated: 9/16/2016
Companies: Citi Habitats
Region: New York