

How to Setup Email on you Phone.

What you will need:

Before following this guide you will need to make sure you have the following. Your Network Administrator can supply you with the details.

- Exchange server address.
- Username and Password for account. (Your username and password you use to login at work)
- Domain name.

Android:

This is a general Android guide. You may find something labelled differently but the instructions should be relatively the same.

- Open the Email application.
- Click the Menu button and then click the Accounts button.
- Click the Menu button again and click Add Account.
- Enter your email address and password.
- Click Next.
- Click Exchange Account. (or corporate email if exchange isn't available)
- Enter your: DOMAIN\username, password and Exchange server address.
- Check Use Secure Connection and Accept All SSL Certificates. (last might be labelled as SSL)
- After authentication, check the boxes associated with the features you want to include such as Push, Amount To Sync, Notifications, Sync Contacts, Sync Calendar, Sync Calendar Amount.
- Click Next.
- In the next screen, you need to give an account name and your name (this will be displayed on outgoing email messages).
- Click OK if you are required to set a password.

If the verification fails try unchecking the Use Secure Connection and/or Accept All SSL Certificates. If it is still failing please check that the domain\username is correct as well as the password. Remember your password is case sensitive.

iPhone:

This is a general guide for Apple products that support email.

- Click Settings.
- Click Mail, Contacts, Calendars.
- Add Account.
- Click Microsoft Exchange.
- Enter in your Email Address, Domain name, Username and Password. Description is what you will call your mail account on your device. Label it something meaningful if you plan on having more than one email account.
- Click Next.
- Your Device will now try looking for your exchange server. If it has trouble finding it, you will need to enter your server address. Click Next again.
- Choose what you wish to sync with your Device. Mail, Contacts, Calendars.
- Click OK if you are required to set a password.

Windows:

This is a general guide for Windows phones.

- Go to your Apps list and Click Settings.
- Click Email and Accounts.
- Click Add an Account.
- Choose Outlook (this is an exchange account).
- Enter in your email and password and it should automatically set everything up for you.
- If not then Select Advanced.
- Enter your Email address, Username, Password, Domain and Server name.
- Click Show all settings and make sure the server requires encrypted (SSL) connection box is checked.
- Click Sign in.
- Click OK if Exchange ActiveSync asks you to enforce policies or set a password.

If you have any problems feel free to contact us at support@universal-it.com.au to organise a support ticket, otherwise contact your network administrator.