EMAIL CONFIGURATION ON SMARTPHONE

User Guide

Scope of Work: Faculty and staff across AKU are using smartphones for official emails. Accessibility to emails is one of the most important functions that a phone has to offer. For this reason, this easy step by step manual has been made to guide users to set up official Outlook email accounts without any hassle or delays.

Email Configuration for Android smartphone

1. On the home screen, tap on Settings.



2. Tap on Accounts. And then select on Add Account icon



3. Choose **Microsoft Exchange ActiveSync or Corporate**. Enter your email address and password.

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t	Facebook	•	Configure Exchange acc	count in a few	
3	Firefox account	•	steps.		
8	Google	•	user@aku.edu		
1	LDAP	•			
in	LinkedIn	•	Show password		
[]	Microsoft Exchange ActiveSy	•	MANUAL SETUP		
Μ	Personal (IMAP)	•	1 2 3 4 5 1 g w e r t	<u> </u>	
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8+	Sync apps with Google+	•	↑ Z X C V	b n m 🗠	
y	Twitter		Sym	us) Done	

4. Set **server address** as mail.aku.edu and **domain name** as aku.edu. Set your preferences (e.g. synchronize contacts, calendar, etc.)

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← Exchange serve	r settings	← Account options	;
Domain\username aku\user.name		Period to sync Email 1 week	
Password		Sync schedule Push ▼	
Show password		Peak schedule Push ▼	
Exchange server mail.aku.edu		Emails retrieval size 50 KB 💌	
Use secure connectio	n (SSL) 🗹	Period to sync Calendar 2 weeks 💌	
Use client certificate		Notify me when email	arrives 🔽
CLIENT CERT	TIFICATE	Sync Email	\checkmark
Mobile device ID SEC1B8C3BA97C4A1	NEXT 🔊	Sync Contacts	NEXT 🔊

5. Click Activate and Done to exit setup.

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Activate device adr	ministrator?		Email accounts	
@ Email			Your account is set up and receive emails.	and is ready to send
Server mail.aku.edu remotely control sor your device.	must be able to ne security features on		Give this account a n Aku	ame (Optional)
Activating administrator v perform the following ope	vill allow Email to erations:			
 Erase all data Erase the phone's data performing a factor 	ata without warning by y data reset.	\Rightarrow		
 Set password r Control the length a allowed in screen-ui 	ules nd the characters nlock passwords.		DO	NE
 Monitor screen Monitor the number typed. when unlock the phone or erase a too many incorrect 	-unlock attempts of incorrect passwords ing the screen, and lock all the phone's data if passwords are typed.		1 2 3 4 5 q w e r t	6 7 8 9 0 y u i o p
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 Set lock-screen expiration 	n password		↑ Z X C V	/ b n m 💌
CANCEL	ACTIVATE		Sym	h(US)

Email Configuration for Blackberry via ActiveSync (for BlackBerry Q5, Q10 and Z10 – all BB10 phones)

1. On the home screen, swipe down from the top of the screen. Tap Settings and select Accounts.



2. Select Add Account option. Choose Email, Calendar and Contacts. Enter your email address.



3. Enter your windows login password. Change the Settings as follows

Previous Add Account Next	Dismiss Add Account N
user@aku.edu * Required Fields	Password *
assword *	Server Address *
۲	mail.aku.edu
	Port *
	443
234567890	Use SSL On
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2123 , 💶 🖱 . Next	30

4. Once you finish filling all the required fields, tap on the Next option at the right-hand corner in the top. Further you will be asked to sync your preferences from the following options. Click **Done** to finish setup.

Previous Add	Account Done					
Microsoft [®] Exchange	e ActiveSync					
Sync Email	On 🔵					
Sync Contacts	On 🔵					
Sync Calendar	On					
Sync Tasks	On 🔵					
Sync Memos	On					
Policy When roaming, syncing must be done manually						

Email Configuration for iPhone smartphone

1. On the home screen, tap **Settings**. Select **Mail, Contact, Calendars**.

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17 1	Settings	
Calendar Contacts Photos YouTube	Sounds	>
	😨 Brightness	>
Stocks Maps Weather Clock	Wallpaper	>
	General	>
Calculator Notes Settings ITunes	🔄 Mail, Contacts, Calendars	>
	S Phone	>
App Store	Mafari Safari	>
	Messages	>
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2. Select Add Account. Choose Microsoft Exchange





3. Enter your email address and password. On the next screen, enter server and username details as illustrated below.

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() ()	Verifying				Ċ	Verifying	
Email	user@aku.ed	lu			Email	user@aku.edu	
Password	*******				Server	mail aku edu	
Description	Exchange		- 1			manakarada	
					Domain	Optional	
					Username	user@aku.ed	u
					Password	********	
					Description	Exchange	

4. On the next screen, turn Mail, Contacts, Calendars and Reminders option



5. Press Finish and exit setup.

Email Configuration for Windows Phone

1. Go to Settings menu. Choose the Email and Accounts option.



2. Select Add Account. Then select Advanced Setup.



3. Enter your email address and password. Choose **Exchange ActiveSync.**



 Enter the domain and server name as illustrated below. Click Sign In. Your emails will now start appearing on your device.

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EXCHANGE ACTIVESYNC	
user@ku.edu	
Password	
Show password	
User name	
User Name	
Domain	
aku.edu	
Server	
mail.aku.edu	
sign in	

In case of any issues, please feel free to contact IT Servicedesk

Regards, IT ServiceDesk Phone: +92 21 3486 3434 Email: <u>it.servicedesk@aku.edu</u> AKU Portal: <u>http://itservicedesk</u>