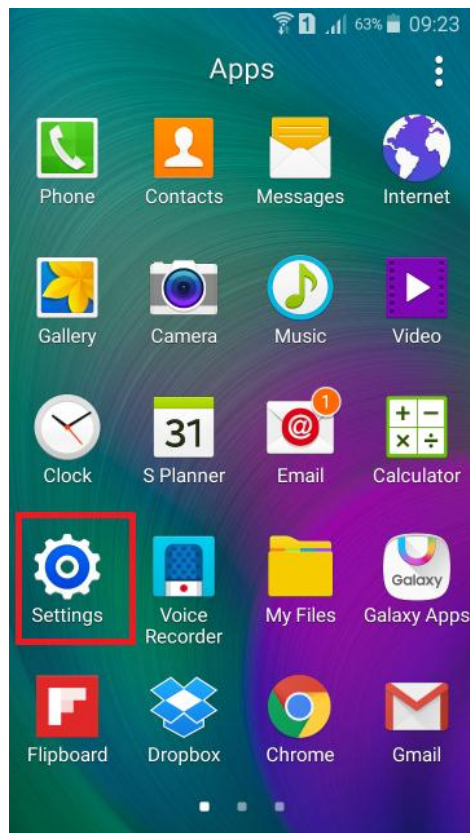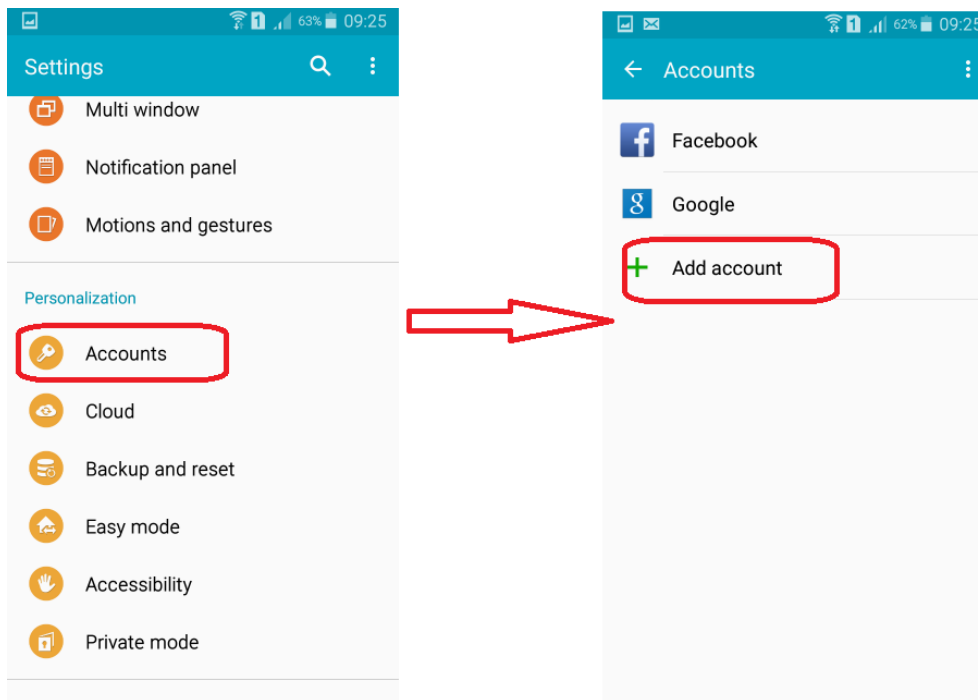# EMAIL CONFIGURATION ON SMARTPHONE

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.

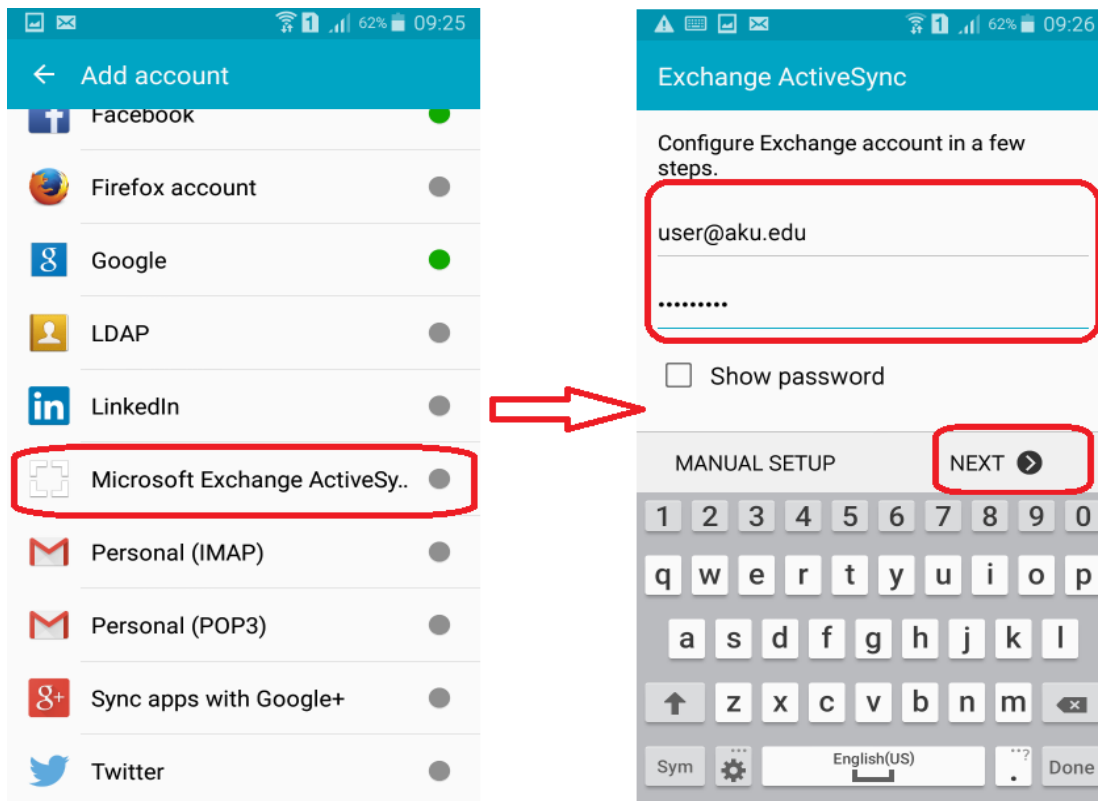## Email Configuration for Android smartphone
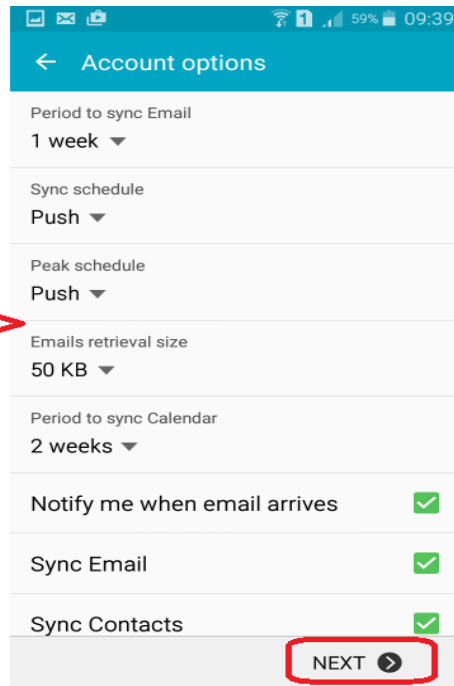
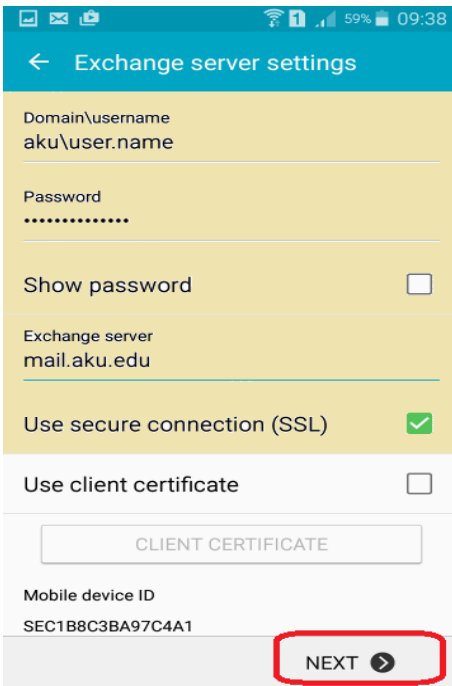1. On the home screen, tap on **Settings.**

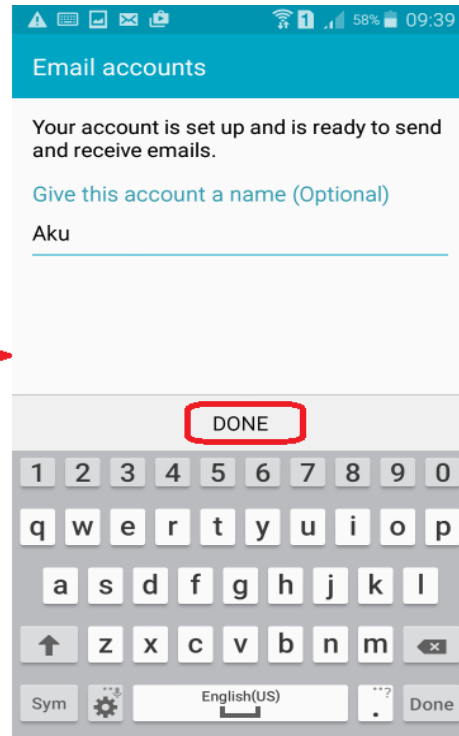2. Tap on **Accounts.** And then select on **Add Account** icon

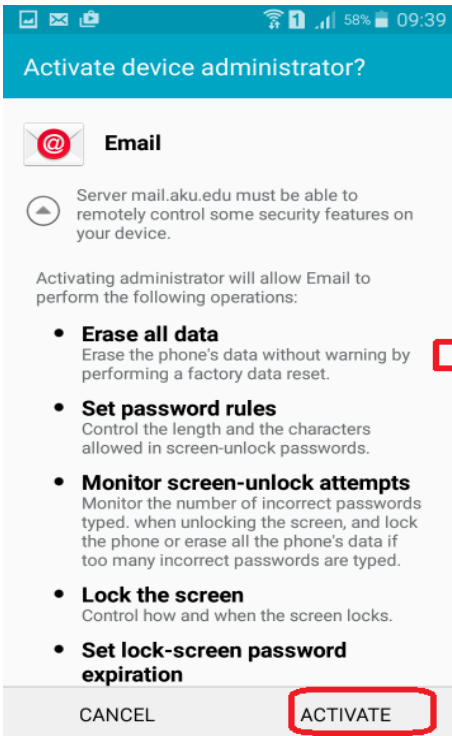
3. Choose **Microsoft Exchange ActiveSync or Corporate**. Enter your email address and password.

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

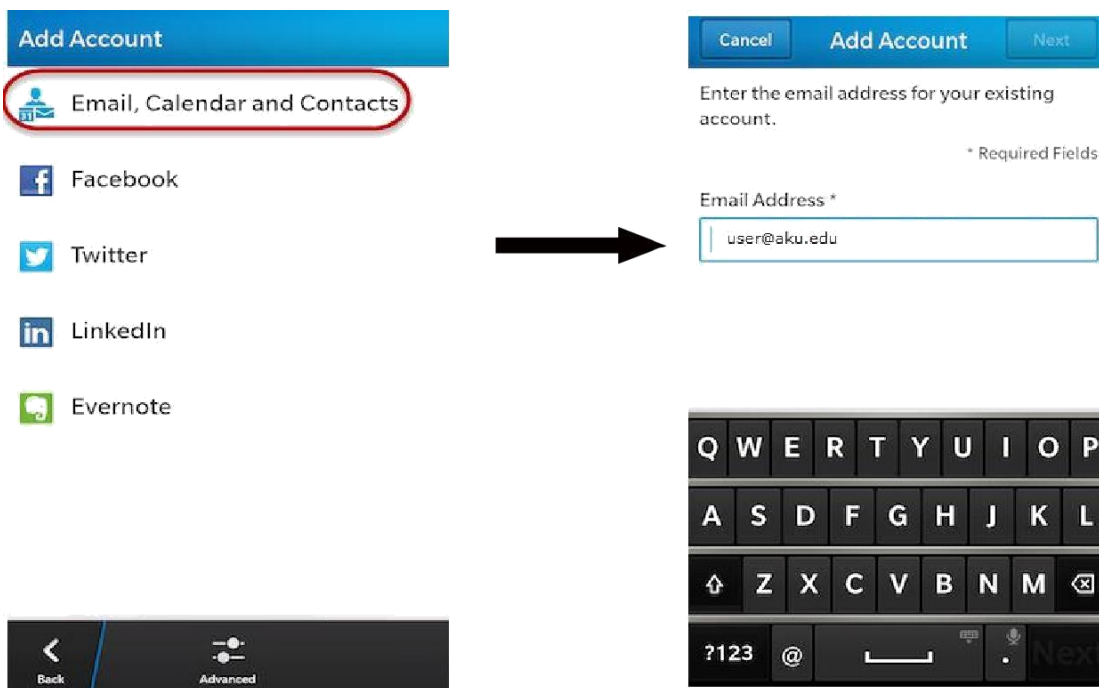5. Click **Activate** and **Done** to exit setup.

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

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.
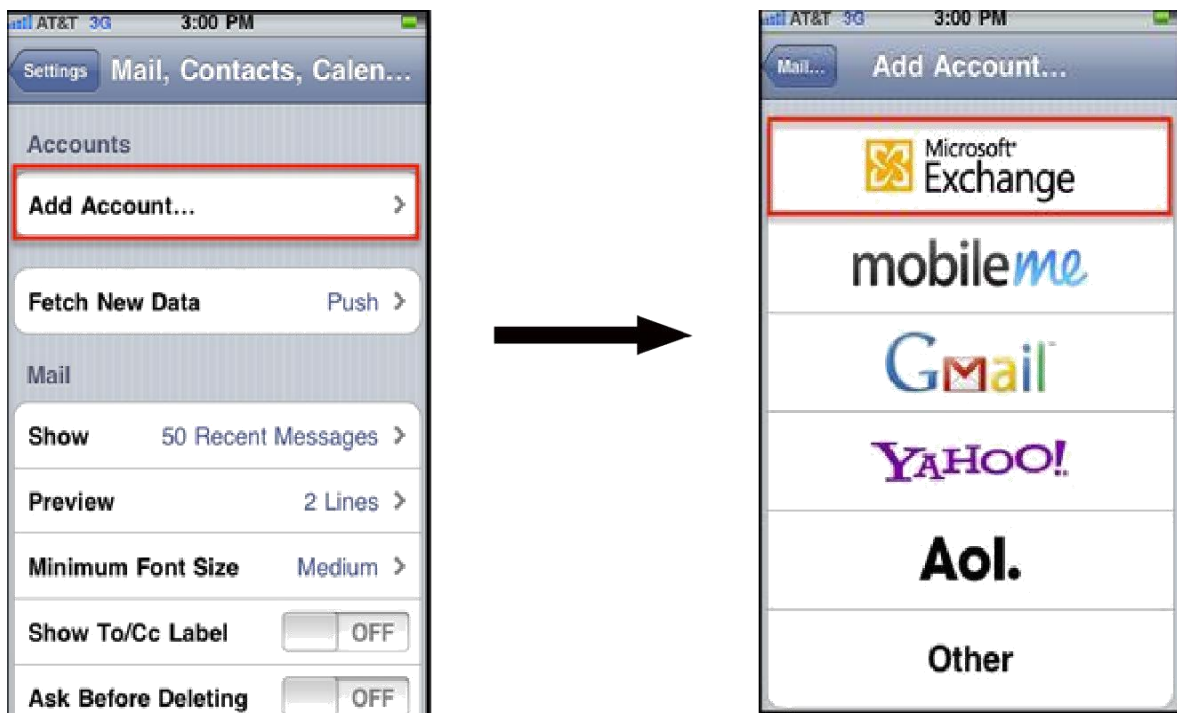
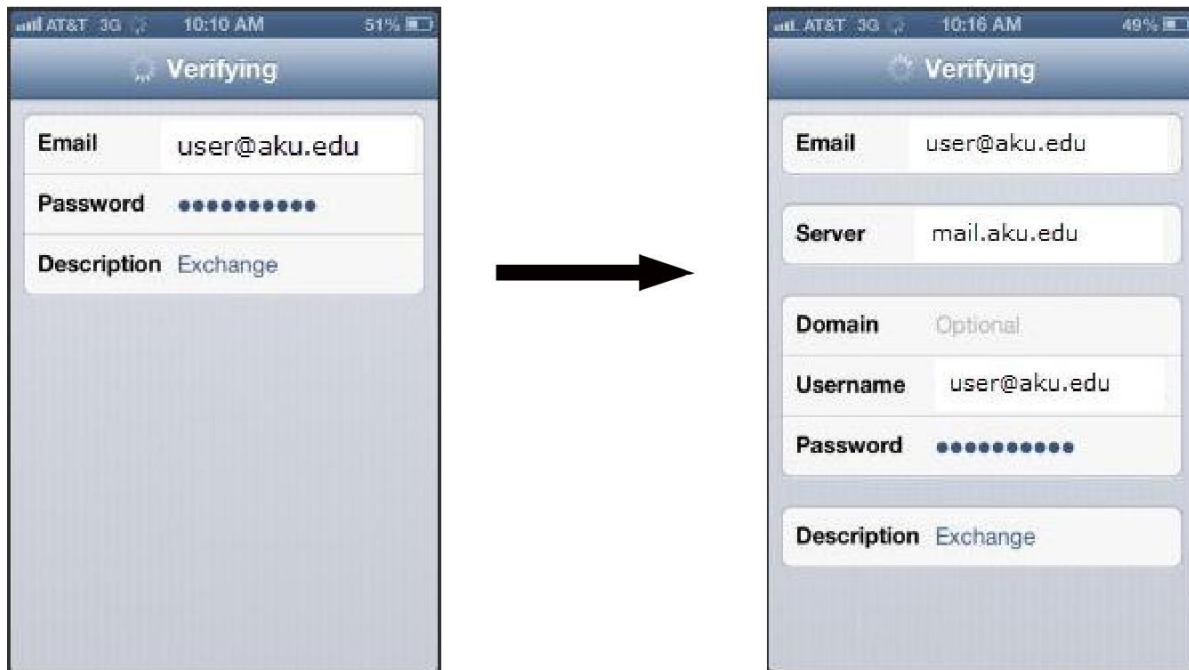# Email Configuration for iPhone smartphone

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

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.
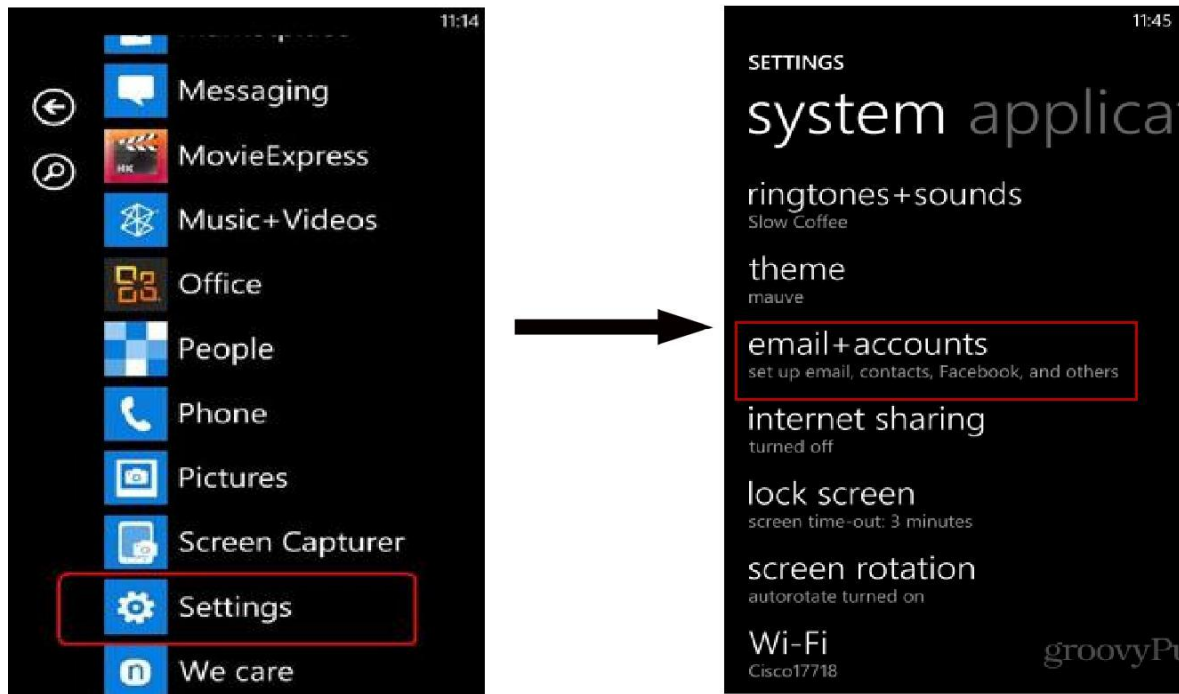

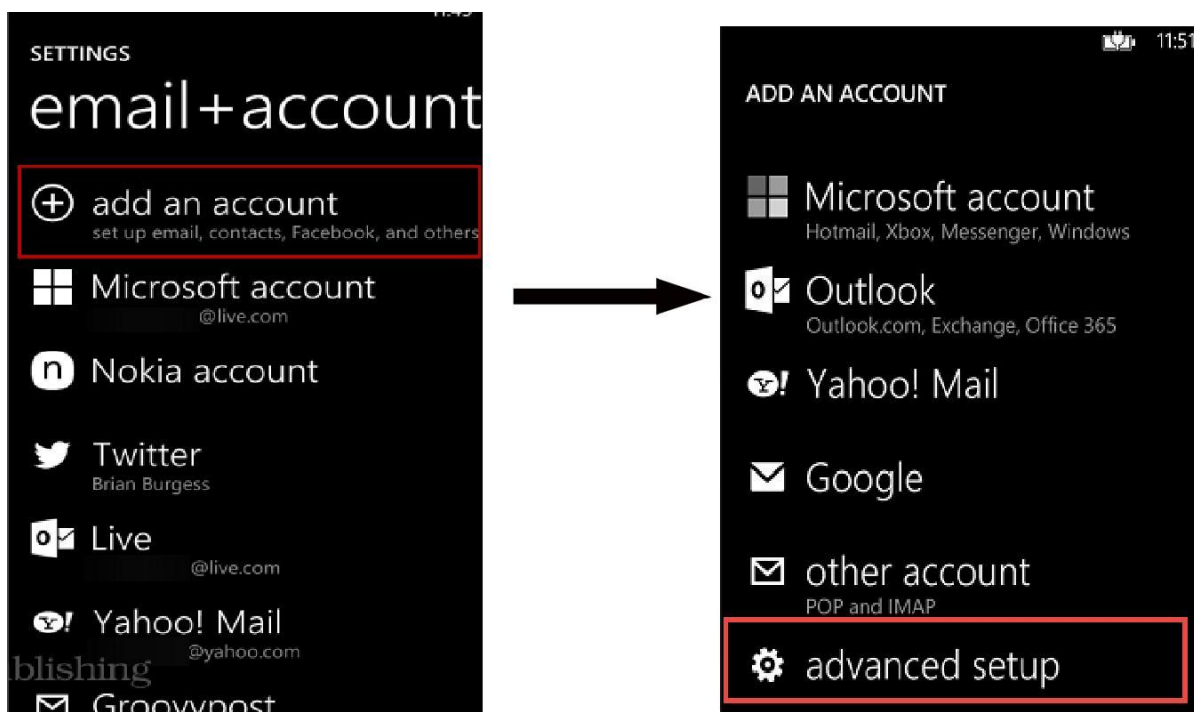4. On the next screen, turn **Mail, Contacts, Calendars and Reminders** option

5. Press **Finish** and exit setup.

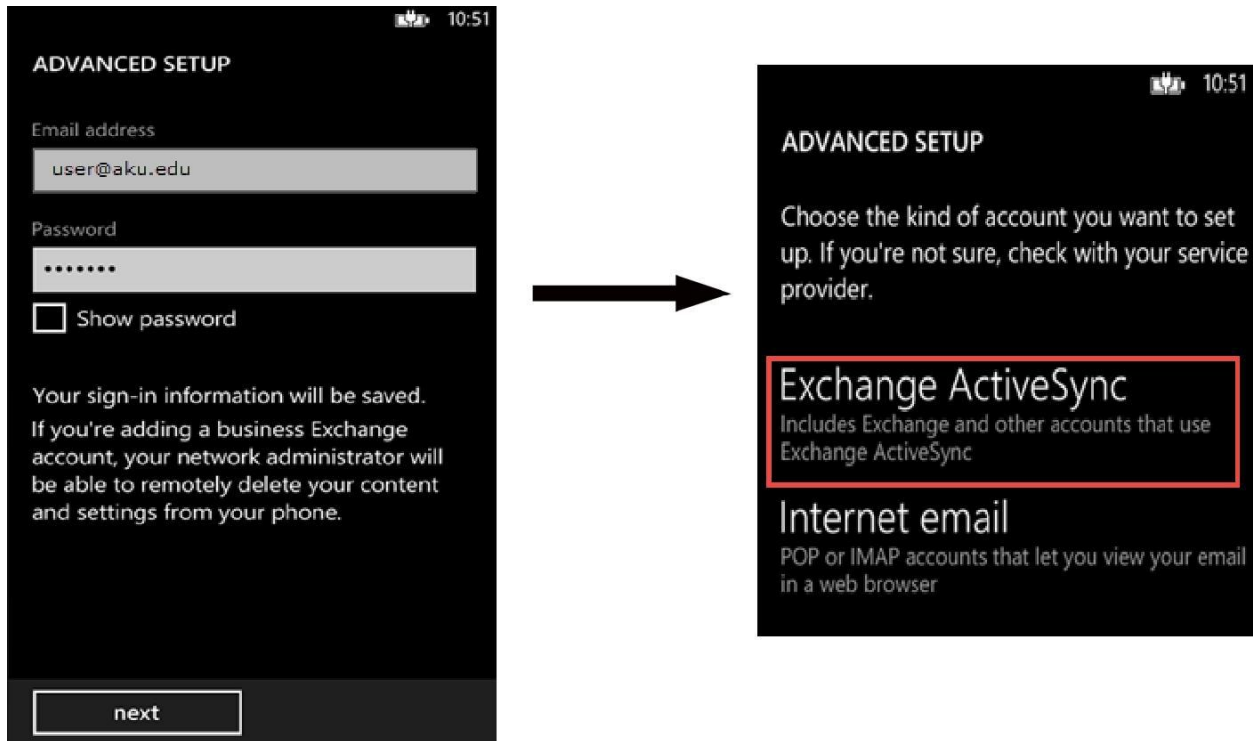# Email Configuration for Windows Phone

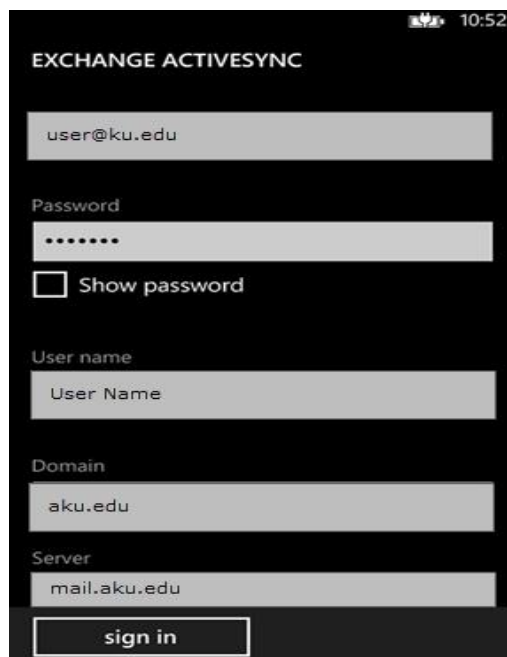1. Go to **Settings** menu. Choose the **Email and Accounts** option.

2. Select **Add Account.** Then select **Advanced Setup.**

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

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

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

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