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Android Rockets Email Configuration

1. Verify that the device is on the public or private wireless network and has connectivity
   a. Setup can be performed on 3G, but slowness and poor signals in the basement make it easier to use Wi-Fi
   b. Wi-Fi settings can be found in the Settings screen by clicking the Wireless & Networks option
2. From the home screen, tap the Applications Tab
3. Tap the Settings icon
4. Tap Accounts
5. Tap the New Account button
6. Enter the owner’s Rocket Email address and password
7. Tap the Next button
8. Populate the Exchange server settings in the fields provided
   a. Username: utad\username@rockets.utoledo.edu
      i. Note: The username email address
   b. Password – The owner’s UTAD password
   c. Exchange Server – m.outlook.com
9. Check the following boxes
   a. Use secure connection (SSL)
   b. Accept all SSL certificates
10. Tap the Next button
11. On the Account Options screen, adjust frequency & synchronization settings according to user preferences
12. If the owner wants their UT email account to be the default email, check the “Send email from this account by default” checkbox.
13. Tap the Next button
14. Enter “UT Email” for the account name.
15. Tap the Done button
16. Email should begin synchronizing
Apple iPhone/iPod Touch/iPad Rockets Email Configuration

1. If this is the first e-mail account on your iPhone, tap Mail. Otherwise, tap Settings > Mail, Contacts, Calendars > Add Account...
2. Tap Microsoft Exchange
3. Tap in the E-mail box and enter your email address (firstname.lastname@rockets.utoledo.edu)
4. Leave the Domain field blank
5. Tap in the Username box and enter your UTAD username followed by “@rockets.utoledo.edu”
   a. For example, jsmith9@rockets.utoledo.edu
   b. Do not use firstname.lastname@utoledo.edu
6. Tap in the Password box and enter the UTAD password
7. Optionally, tap in the Description box and enter a short description for the account
8. Tap Next on the upper right corner of the screen.
9. Tap in the Server box and enter m.outlook.com
10. Verify that the settings are as shown in Figure 1:

   ![Exchange settings](image.png)

   **Figure 1**

11. Tap Next.
12. Choose the type of information you want to synchronize. By default, Mail, Calendar, and Contacts are all turned on. To turn off synchronization for a type of information, tap and slide the switch to OFF.

13. Tap Save.

14. If you're prompted to create a new passcode, tap Continue and enter a numeric pass code. You'll need to enter the pass code twice.
Blackberry (BBOS 5 or older) Rockets Email Configuration

1. From the BlackBerry home screen, click BlackBerry Setup > Set up Internet E-mail > Add An Email Account.
2. Type your e-mail address and password, and then click Next.
3. If your BlackBerry device can’t determine the appropriate server settings, click I will provide the settings to add this email account.
4. Scroll down and click Next.
5. Select Internet Service Provider Email (POP/IMAP), and then click Next.
6. Type your user name in the format of UTADuserID@rockets.utoledo.edu and not first.last@rockets.utoledo.edu
7. Scroll down and type the name of your e-mail server. Both POP and IMAP use m.outlook.com.
8. Click Next
9. Enter m.outlook.com as the SMTP Server name.
10. Click OK to complete the setup.
Windows Mobile 6 Rockets Email Configuration

1. Open the ActiveSync application on the device
2. Tap **Menu**, then select **Add Server Resource**
3. In the **Server Address** field, enter **email.utoledo.edu**
4. Check **This server requires an encrypted (SSL) connection**, then tap **Next**
5. For the username, enter your **UTAD username** into the field
6. Enter your UTAD password
7. Enter **UTAD** into the Domain field
8. Tap **Next**
9. Choose the services the user wants to sync on the phone
10. Tap **Finish**
11. A warning may pop up stating that security policies need to be enforced on the device to continue synchronizing. Tap **OK**
12. Pick a 4 digit security PIN and confirm
13. The setup is complete