



UT Exchange Smartphone Configuration

Fall 2011 Edition – Version 1.0

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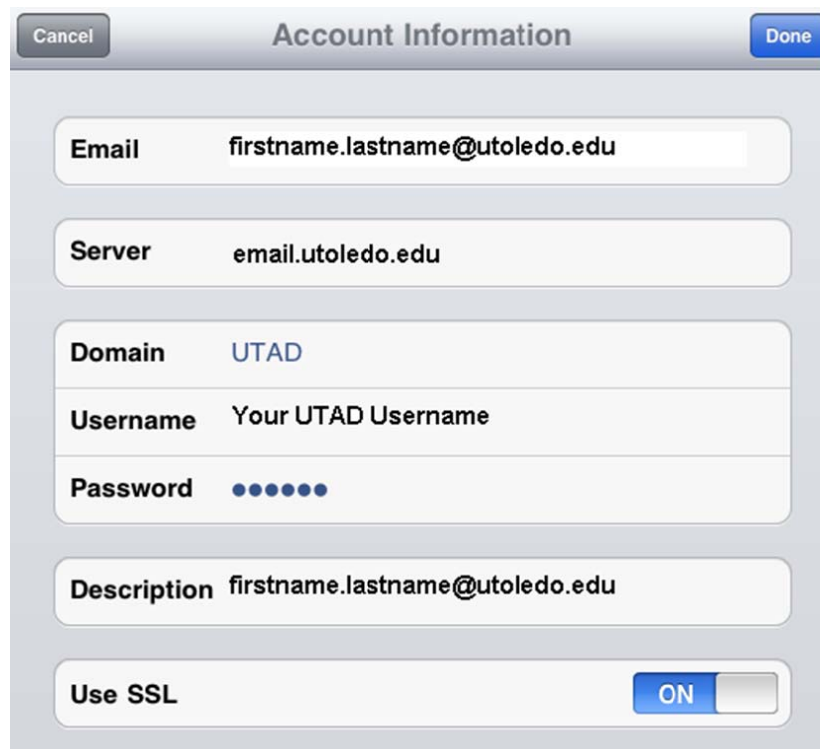
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Android Exchange Configuration

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 UToledo Email address and password
7. Tap the **Next** button
8. Populate the Exchange server settings in the fields provided
 - a. Domain\Username : **UTAD\username**
 - i. **Note:** The username is the **UTAD ID**, not the email address
 - ii. **Note:** If this option does not work try entering, **username@utad.utoledo.edu**
 - b. Password – The owner's **UTAD password**
 - c. Exchange Server – **email.utoledo.edu**
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 Exchange 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@utoledo.edu**)
4. Leave the Domain field **blank**
5. Tap in the Username box and enter **your UTAD username**
 - a. **Do not** use firstname.lastname@utoledo.edu
 - b. If the above option is not successful, instead enter: **username@utad.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 **email.utoledo.edu**
10. Verify that the settings are as shown in Figure 1:



The screenshot shows the 'Account Information' screen for a Microsoft Exchange account. The fields are as follows:

Field	Value
Email	firstname.lastname@utoledo.edu
Server	email.utoledo.edu
Domain	UTAD
Username	Your UTAD Username
Password	••••••
Description	firstname.lastname@utoledo.edu
Use SSL	ON

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) Exchange Configuration

1. Verify that the user has an account on the UT Blackberry Enterprise Server (BES)
 - a. Contact Rick Gerasimiak or Scott Case to check for a UT BES account
2. Before beginning the activation process, make sure the Blackberry has a strong signal
3. Go to Options>Advanced Options and select Enterprise Activation
4. Enter the user's email address
5. Enter the Activation PIN
 - a. Currently the Activation PIN is "qwer"
6. Click the trackwheel or trackball and select Activate. Click the trackwheel or trackball to begin the enterprise activation.
7. The enterprise activation process takes up to ten minutes. Do not interrupt the Blackberry while it is activating.
8. When the activation is complete, the user will be prompted to enter a security PIN.

Windows Mobile 6 Exchange 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**
 - a. If this log in was unsuccessful, please go back to Step 5 and enter:
username@utad.utoledo.edu , instead of just your username alone
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