Android Configuration

1. From the Applications menu, select Email. This application may be named Mail on some versions of Android.

2. Type your full Rockets email address (for example, john.doe@rockets.utoledo.edu), and then select Next.

3. Select Exchange for the account type. This option may be named Exchange ActiveSync on some versions of Android.

4. Enter the following account information and select Next.
   a. Domain\Username: Your UTAD username followed by “@rockets.utoledo.edu” (e.g. jdoe@rockets.utoledo.edu)
      i. If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty and type your full email address in the Username box.
      1. **Note:** On some versions of Android, you must use the domain\username format. For example, if your email address is john.doe@rockets.utoledo.edu, type rockets.utoledo.edu\jdoe@rockets.utoledo.edu.
   b. Password: Your UTAD account password.
   a. Exchange Server: Enter the default server name of m.outlook.com.
      i. If this server name does not work, you will need to manually look up your Exchange ActiveSync server name. For instructions for how to determine your Exchange ActiveSync server name, see “Finding Your Exchange Server Name” in Appendix A of this document.

5. As soon as your phone verifies the server settings, the Account Options screen displays. The options available depend on the version of Android on your device. The options may include the following:
   a. Email checking frequency: The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. We recommend only selecting this option if you have an unlimited data plan.
   b. Amount to synchronize: This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.
   c. Notify me when email arrives: If you select this option, your mobile phone will notify you when you receive a new email message.
   d. Sync contacts from this account: If you select this option, your contacts will be synchronized between your phone and your account.

6. Select Next and then type a name for this account and the name you want displayed when you send e-mail to others. Select Done to complete the email setup and start using your account.
   a. **Note:** You may need to wait ten to fifteen minutes after you set up your account before you can send or receive e-mail.
iOS Configuration
1. If this is the first email account on your iPhone, tap Mail. Otherwise, tap Settings > Mail, Contacts, Calendars > Add Account.
2. Tap Microsoft Exchange.
3. On the Exchange screen, enter the following information in the corresponding fields:
   a. Email: Your full Rockets email address (e.g. john.doe@rockets.utoledo.edu)
   b. Password: Your UTAD account password.
   c. Description: A descriptive name for your Rockets email.
4. Tap the Next button and
5. You don’t need to type anything in the Domain box. Type the information requested in the Email, Username, and Password boxes. You need to type your full Rockets email address in the Email field (i.e. john.doe@rockets.utoledo.edu) and Username boxes (e.g. jdoe@rockets.utoledo.edu).
6. Tap Next on the upper-right corner of the screen. Your iPhone will try to find the settings it needs to set up your account. Go to step 9 if your iPhone finds your settings.
7. If your iPhone can’t find your settings, enter the following information in the corresponding fields:
   a. Email: Your full Rockets email address (e.g. john.doe@rockets.utoledo.edu)
   b. Server: m.outlook.com
   c. Domain: Leave this field blank
   d. Username: Your UTAD username followed by “@rockets.utoledo.edu” (e.g. jdoe@rockets.utoledo.edu)
   e. Password: Your UTAD account password.
   f. Description: Do not change this field.
8. Tap Next to continue.
9. Choose the type of information you want to synchronize between your account and your device, and then touch Save. By default, Mail, Contacts, and Calendar information are synchronized.
10. If you are prompted to create a passcode, tap Continue and type a numeric passcode. If you don’t set up a passcode, you can’t view your email account on your iPhone. You can set up a passcode later your iPhone settings.

Windows Phone 8 Configuration
1. On Start, swipe left to the App list, select Settings, and then select email + accounts.
2. Select add an account > Outlook.
3. Enter your email address and password, and then select Sign in. Windows Phone will try to set up your email account automatically. If setup completes successfully, skip to step 7.
4. If you see the message “Check your information and try again. You may have mistyped your password.”, verify that you entered the correct email address and password. At this stage, you don’t need to specify any values for User name and Domain. Select Sign in. If setup completes successfully, skip to step 7.
5. If your email account can't be set up automatically, you'll see the message, "We couldn’t find your settings". Select Advanced. You'll need to enter the following information:

6. **E-mail address**: This is your full email access, for example john.doe@rockets.utoledo.edu.

7. **Password**: This is the password for your UTAD account.

8. **User name**: Your UTAD username followed by "@rockets.utoledo.edu" (e.g. jdoe@rockets.utoledo.edu)

9. **Domain**: This is the part of your email address after the @ sign (e.g.: rockets.utoledo.edu).

10. **Server**: Enter the default server name of m.outlook.com.
    a. If this server name does not work, you will need to manually look up your Exchange ActiveSync server name. For instructions for how to determine your Exchange ActiveSync server name, see “Finding Your Exchange Server Name” in Appendix A of this document.

11. Select the **Server requires encrypted (SSL) connection** box.

12. Select **Sign in**.

13. Select **OK** if Exchange ActiveSync asks you to enforce policies or set a password.

**Configuration Information for Other Smartphones**

If your phone is not running Android, iOS, or Windows Phone 8 and your phone supports Exchange ActiveSync, use the following settings to configure your Rocket Mail.

- **E-mail address**: Your full Rockets email address (e.g. john.doe@rockets.utoledo.edu)
- **Password**: Your UTAD account password.
- **User name**: Your UTAD username followed by "@rockets.utoledo.edu" (e.g. jdoe@rockets.utoledo.edu)
- **Domain**: This is the part of your email address after the @ sign (i.e.: rockets.utoledo.edu).
- **Server**: Enter the default server name of m.outlook.com.
  a. Server requires encrypted (SSL) connection
Appendix A: Finding Your Exchange Server Name

2. In Outlook Web App, on the toolbar, click Settings > Options > Account > My account > Settings for POP and IMAP access.
3. Under POP setting, look at the value for Server name.
   a. Although you’re not setting up a POP3 account, you’ll use this value to determine your Exchange ActiveSync server name.
4. If the POP server name is in the format podxxxxx.outlook.com, consider the following:
   a. Use m.outlook.com as the Exchange ActiveSync server name if your device is running Apple iOS 4.x or 5.x (for example, iPhone 3G, iPhone 3GS, GSM/CDMA iPhone 4, iPhone 4S, iPod Touch 2nd generation, iPod Touch 3rd generation, iPod Touch 4th generation, iPad, iPad 2, and iPad 3).
      i. If you cannot set up your account using m.outlook.com, try using the full server name listed under POP setting as your server name.
   b. Use the POP server name as the Exchange ActiveSync server name if your device is running Apple iOS 3.x (for example, iPad and iPod Touch 1st generation).
5. If the POP server name includes your organization’s name, for example, pop.utoledo.edu, your Exchange ActiveSync server name is the same as your Outlook Web App server name, without the /owa. For example, if the address you use to access Outlook Web App is https://mail.utoledo.edu/owa, your Exchange ActiveSync server name is mail.utoledo.edu.