



Rocket Mail Smartphone Configuration Guide

Apple iOS CONFIGURATION

1. If this is the first email account on your iPhone, tap **Mail**. Otherwise, tap **Settings > Mail, Contacts, Calendars > Add Account**. Tap **Microsoft Exchange**.
2. 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.
3. Tap the Next button and 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).
4. 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.
5. 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:** outlook.office365.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.
6. Tap **Next** to continue and 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.
7. 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.



Division of Technology and Advanced Solutions

ANDROID CONFIGURATION

1. From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android. Type your **full Rockets email address** (for example, john.doe@rockets.utoledo.edu), and your password, and then select Next. Select **Exchange** for the account type. This option may be named **Exchange ActiveSync** on some versions of Android.
2. 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)
 - b. **Password:** Your UTAD account password.
 - c. **Exchange Server:** Enter the default server name of **outlook.office365.com**.
3. 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.
4. 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.
 - b. Due to the various versions of Android OS, other steps may be required. Please consult with the IT Helpdesk if you require assistance.