



## AUM Mobile Email

Android Phones & Apple iPhones

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# Microsoft Exchange

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ActiveSync Installation Guide

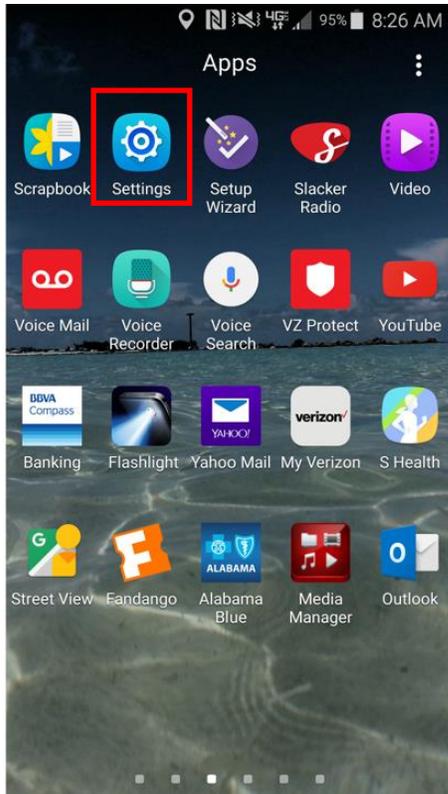
2016

ITS Help Desk  
(334)244-3500 | [helpdesk@aum.edu](mailto:helpdesk@aum.edu)  
Taylor Center Computer Lab

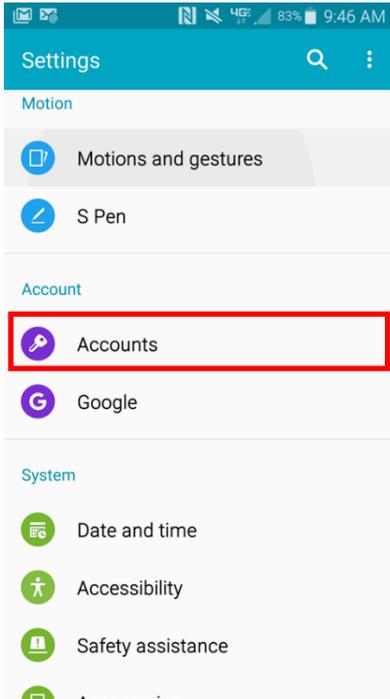
# Set up Exchange email for Android

To configure your device, follow the following steps:

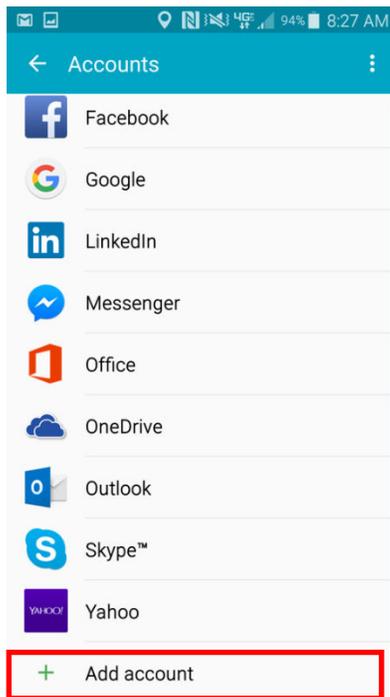
1. On your device, tap on the system **Settings** icon.



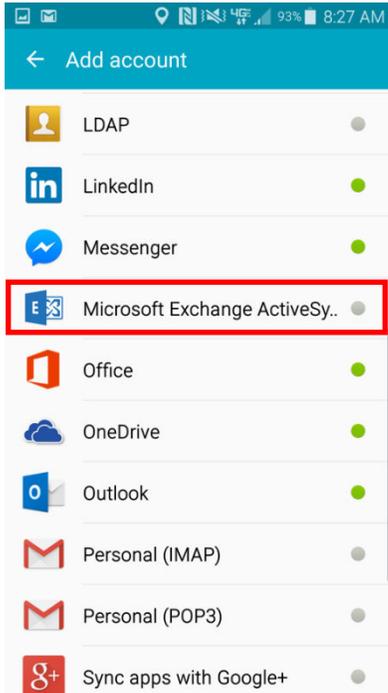
## 2. Tap **Accounts**.



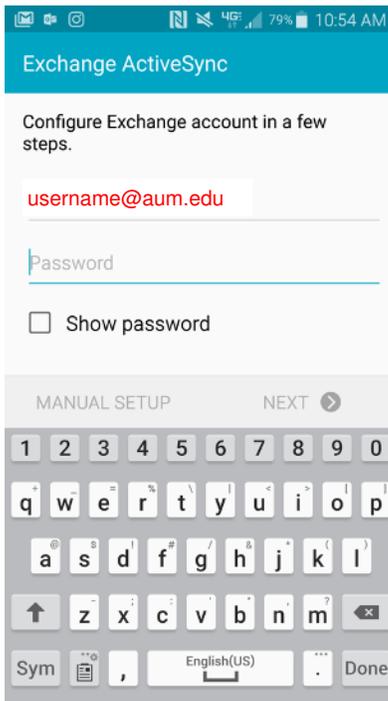
## 3. Tap **Add**.



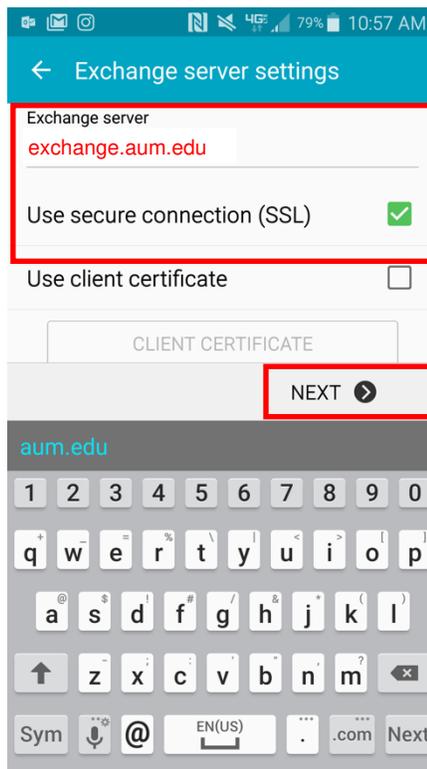
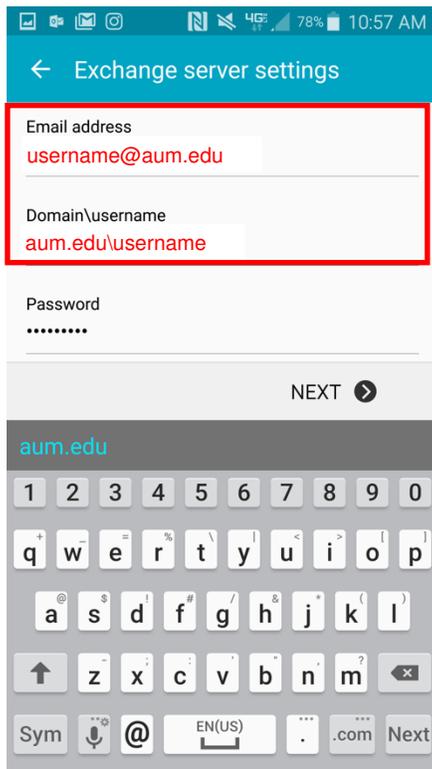
4. Tap **Exchange ActiveSync** (Microsoft Exchange ActiveSync on some devices).



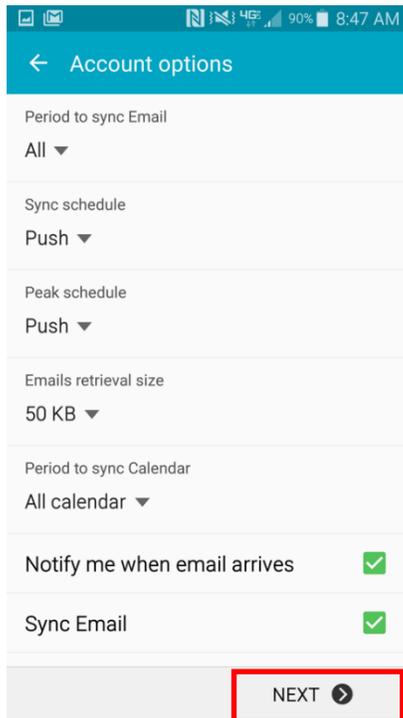
5. Enter your email address and password, and then tap **Manual setup**.



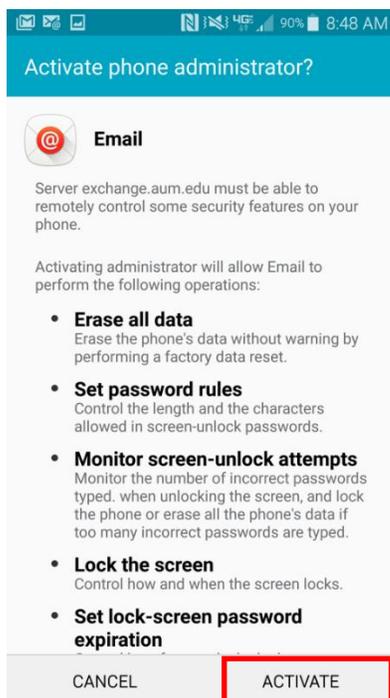
6. On the next page, enter the rest of the necessary information, and then tap **Next**.
  - o Email address: Your email address (for example, **username@aum.edu**)
  - o Server address: **exchange.aum.edu**.
  - o Domain: Leave this field blank.
  - o Username: Your email address again.
  - o Some devices might combine the domain and username the settings as domain\username. On those devices, precede your email address with a backslash (for example, **\username@aum.edu** or **aum.edu\username**).
  - o Password: Password for you email address.
  - o Select **This server requires an encrypted SSL connection**.
  
7. If you are prompted to enable remote security administration, tap **OK** or **Allow**.



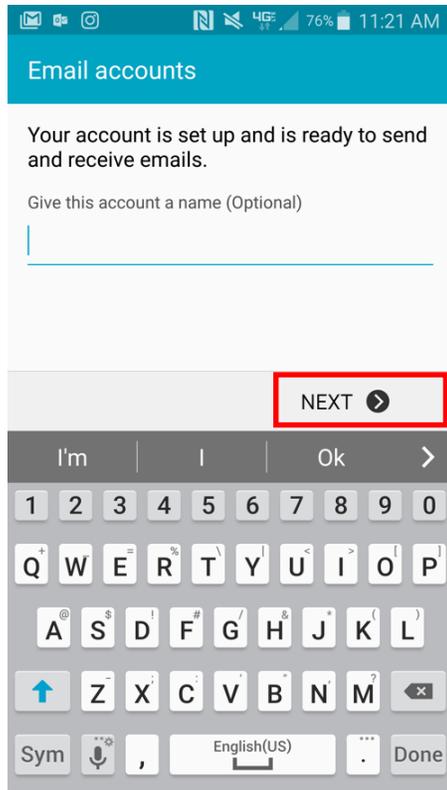
8. Select the services that you want to synchronize with the Exchange server, and specify how often you want to synchronize. Then, tap **Next**.



9. Tap **Activate** to activate your email on your Android with Exchange.

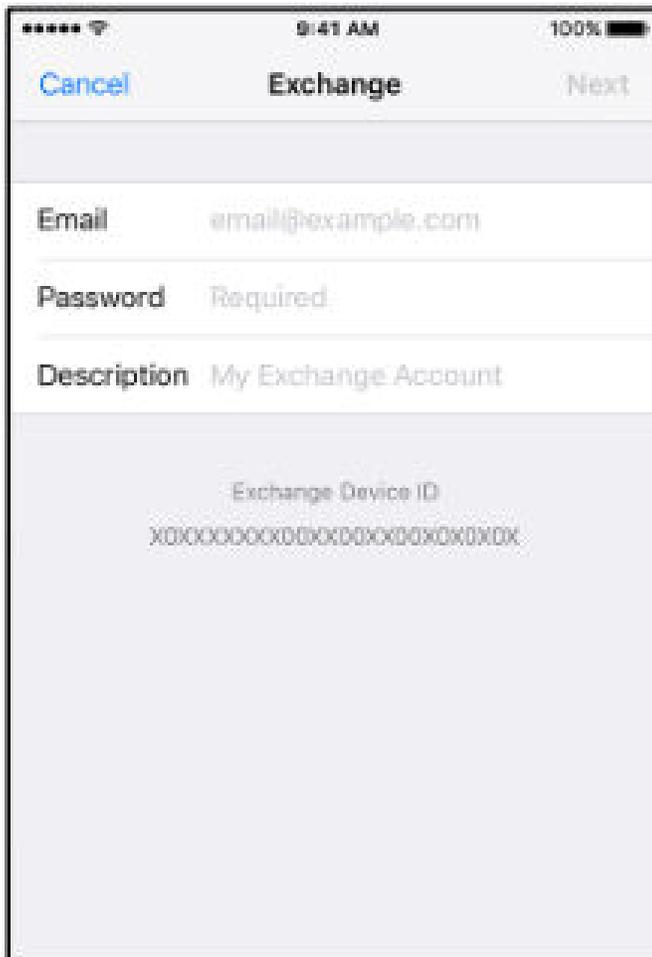


10. Enter a descriptive name for your account, and then tap **Next** or **Done**.



# Set up Exchange ActiveSync on your iPhone, iPad, or iPod touch

1. To add your Exchange account, tap **Settings, Mail, Add Account,** then **Exchange.**
2. Enter your *email address, password and account description.*



3. Your device will try to find your Exchange Server. You still might need to enter additional information. If you need help, contact the **ITS Help Desk** at **(334)244-3500** or email us at [Helpdesk@aum.edu](mailto:Helpdesk@aum.edu).

- **Server:** exchange.aum.edu
- **Domain:** aum.edu

The screenshot shows an iPhone screen during the Exchange account setup process. At the top, the status bar displays signal strength, time (9:41 AM), and battery level (100%). The screen has a light gray background with white text and blue links. At the top left is a blue 'Cancel' link, and at the top right is a blue 'Next' link. Below these are several input fields: 'Email' with the value 'john@example.com', 'Server' with the value 'Optional', 'Domain' with the value 'AUM.EDU', 'Username' with the value 'john', and 'Password' with a masked value of ten dots. Below the password field is a 'Description' field with the value 'AUM'. At the bottom, there is a section for 'Exchange Device ID' with a placeholder value of 'XXXXXXXXXXXXXXXXXXXXXXXXXXXX'.

4. Sync your *Mail, Contacts, Calendars, Reminders, and Notes*. When you're finished, tap **Save**.

