AUBURN
MONTGOMERY

IT SERVICES

AUM Mobile Email

Android Phones & Apple iPhones

Microsoft Exchange

ActiveSync Installation Guide

2016

ITS Help Desk
(334)244-3500 | 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.
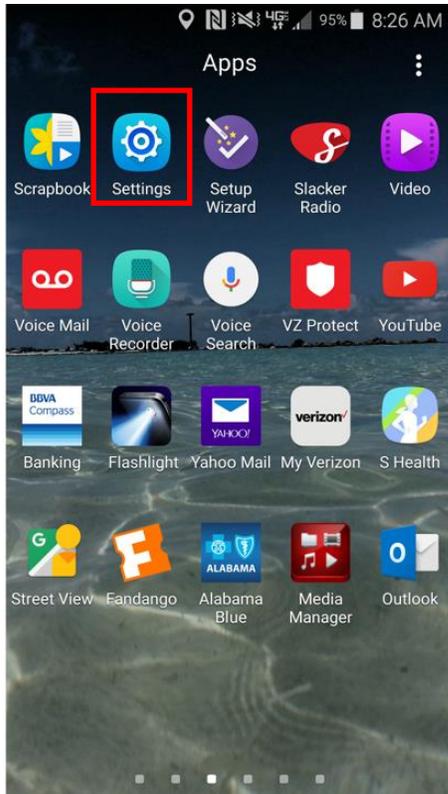
2. Tap **Accounts**.
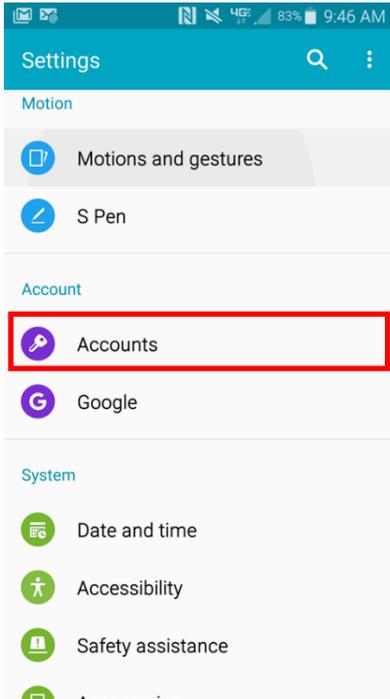
3. Tap **Add**.
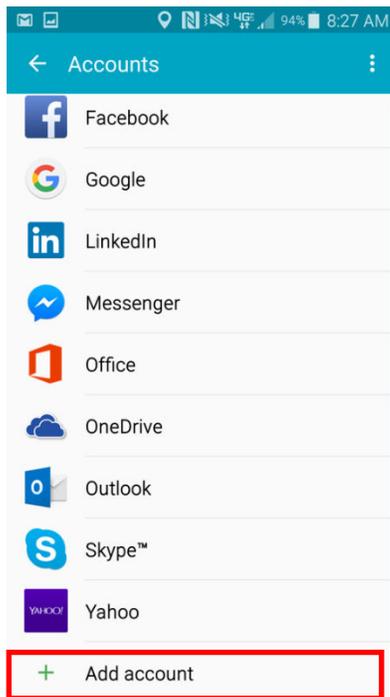
4. Tap **Exchange ActiveSync** (**Microsoft Exchange ActiveSync** on some devices).
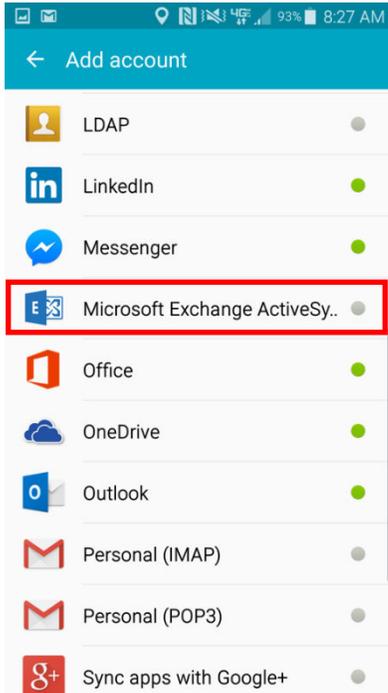
5. Enter your email address and password, and then tap **Manual setup**.
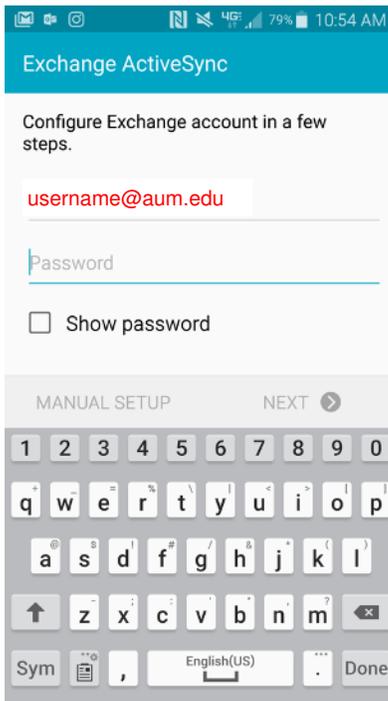
6. On the next page, enter the rest of the necessary information, and then tap **Next**.
   o Email address: Your email address (for example, **username@aum.edu**)
   o Server address: **exchange.aum.edu**.
   o Domain: Leave this field blank.
   o Username: Your email address again.
   o Some devices 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**.
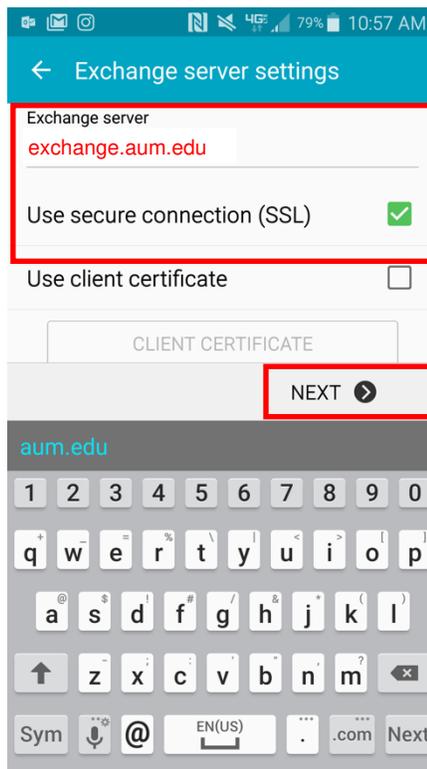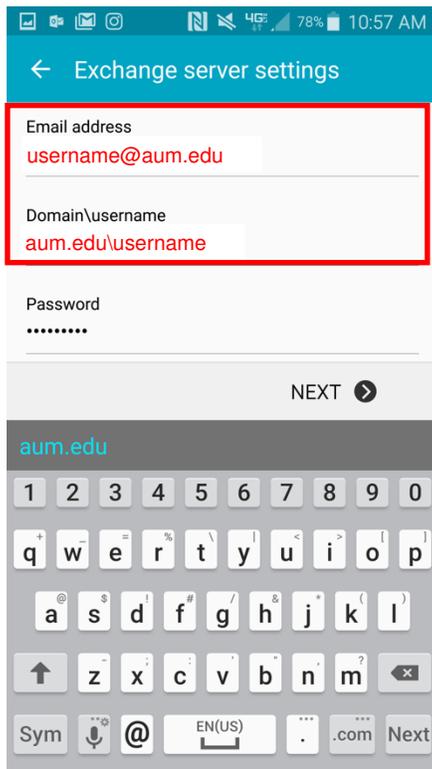
8. Select the services that you want to synchronize with the Exchange server, and specify how often you want to synchronize. Then, tap **Next**.
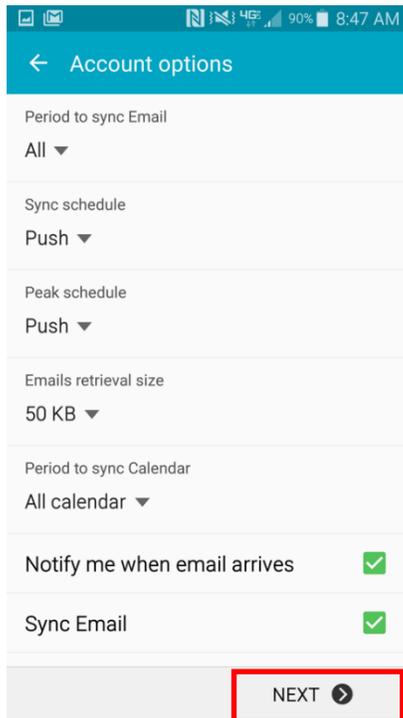
9. Tap **Activate** to activate your email on your Android with Exchange.
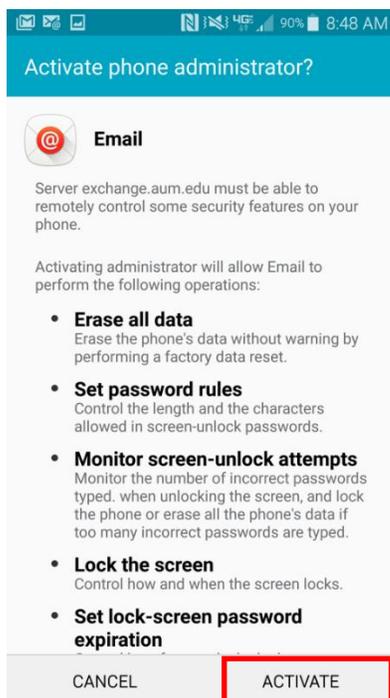
10. Enter a descriptive name for your account, and then tap **Next** or **Done**.
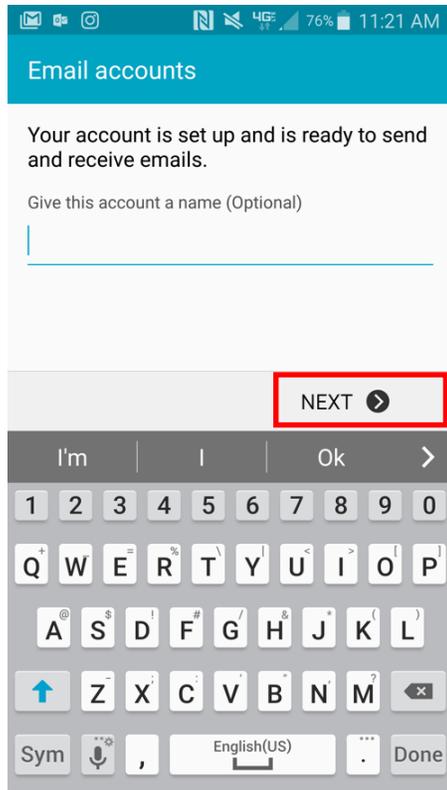
Set up Exchange ActiveSync on your iPhone, iPad, or iPod touch

1. To add your Exchange account, tap **Settings**, **Mail**, **Add Account**, then **Exchange**.

2. Enter you *email address, password and account description*.
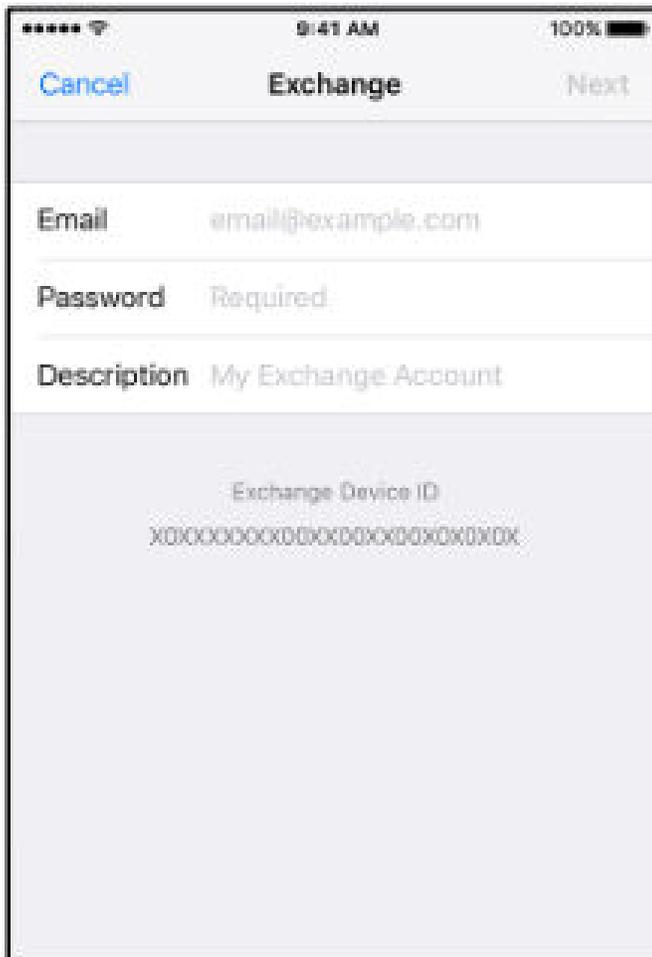
3. Your device will try to find your Exchange Server. You still might need to enter additional information. If you need help, contact the **ITS Help Desk** at **(334)244-3500** or email us at **Helpdesk@aum.edu**.

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

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