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.
   - Email address: Your email address (for example, username@aum.edu)
   - Server address: exchange.aum.edu.
   - Domain: Leave this field blank.
   - Username: Your email address again.
   - 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).
   - Password: Password for your email address.
   - 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.

- **Server:** exchange.aum.edu
- **Domain:** aum.edu
4. Sync your *Mail, Contacts, Calendars, Reminders, and Notes*. When you're finished, tap **Save**.