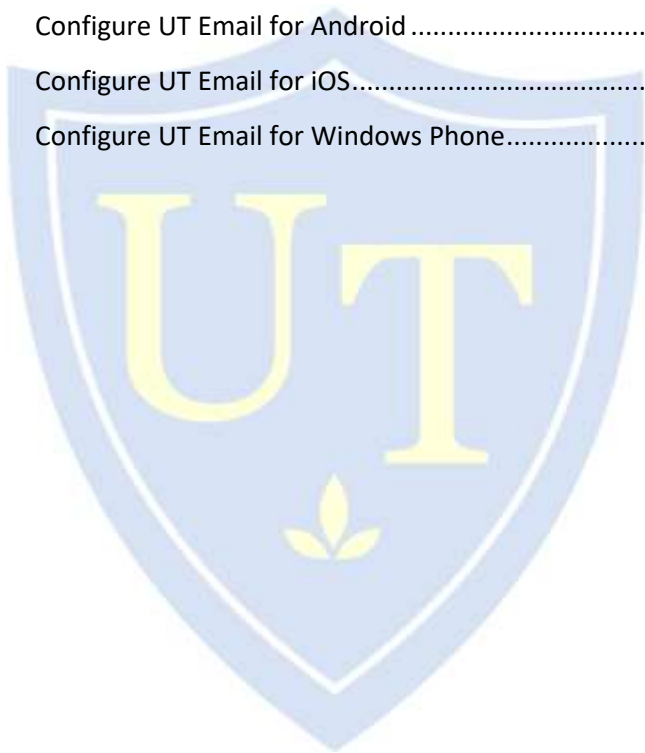


Configuring UT Email for Smart Phone & Tablet Devices



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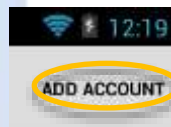
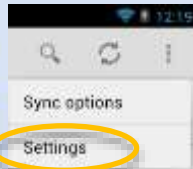


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Configure UT Email for Android

*Note: Depending on the version of the Android software that is installed on the device, setup may vary.

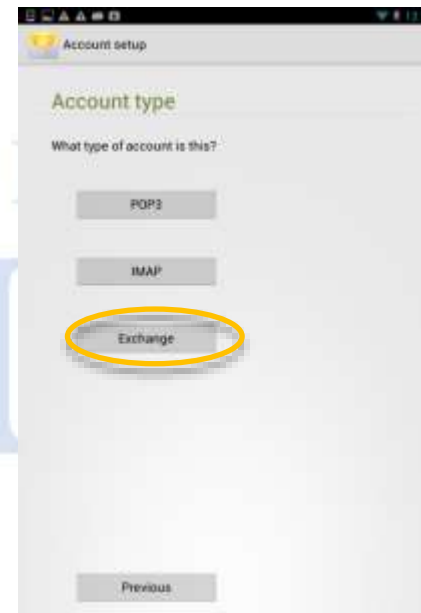
1. From the **Applications menu**, select **Email**. This application may be named **Mail** on some versions of Android.
 - a. If you already have an email account added to the device, select **Email>Settings>Add an account**



2. Type your **FirstName.LastName@utoledo.edu** (Staff) or **FirstName.LastName@rockets.utoledo.edu** (Student) (Ex: rocky.rocket@utoledo.edu), and your UTAD password, and then select **Next**.

The image shows the 'Email account' setup screen. It has a title 'Email account' and a subtitle 'You can set up your account in just a few steps.'. There are two input fields: 'Email address' with the text 'rocket@rockets.utoledo.edu' and 'Password' with a masked password '*****'. At the bottom, there are two buttons: 'Manual setup' and 'Next', with the 'Next' button highlighted by a yellow circle.

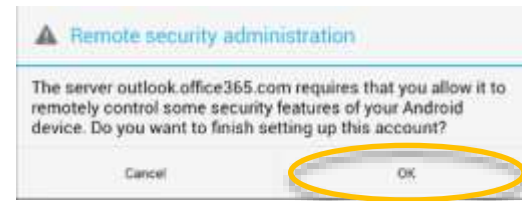
- 3) Select **Exchange** for the account type. This option may be named **Exchange ActiveSync** on some versions of Android.



3. Enter the following account information and select **Next**:
 - a. **Domain\Username**: Your UTAD username followed by “@rockets.utoledo.edu” (e.g. rocket@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.
 - b. **Password**: Your UTAD account password.
 - a. **Server**: Enter the default server name of **email.utoledo.edu** (if your mailbox is on-premises Exchange) or **outlook.office365.com** (if your mailbox is in Office 365)



4. When the Remote security administration message appears, tap on OK.

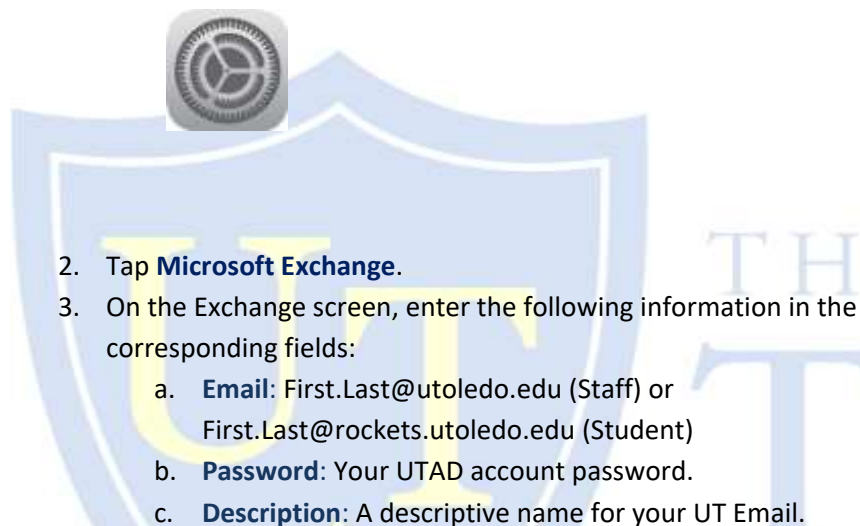


As soon as your phone verifies the server settings, you may be required to active additional security setting. If so, allow this.

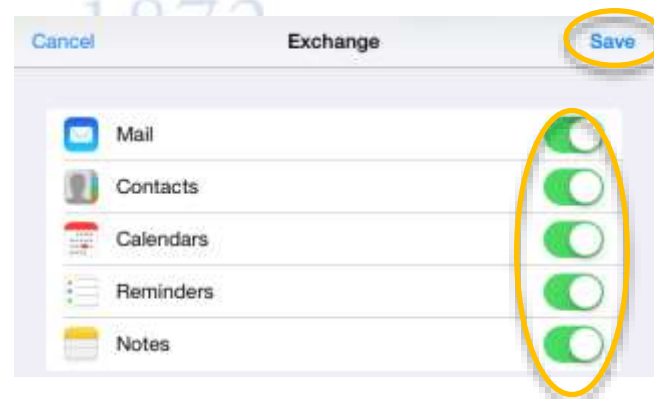
5. As soon as your phone verifies the server settings, the Account Options screen displays. The options available depend on the version of Android on your device. The options may include the following:
 - a. **Email checking frequency**: The default value is Automatic (push). When you select this option, 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.

Configure UT Email for iOS

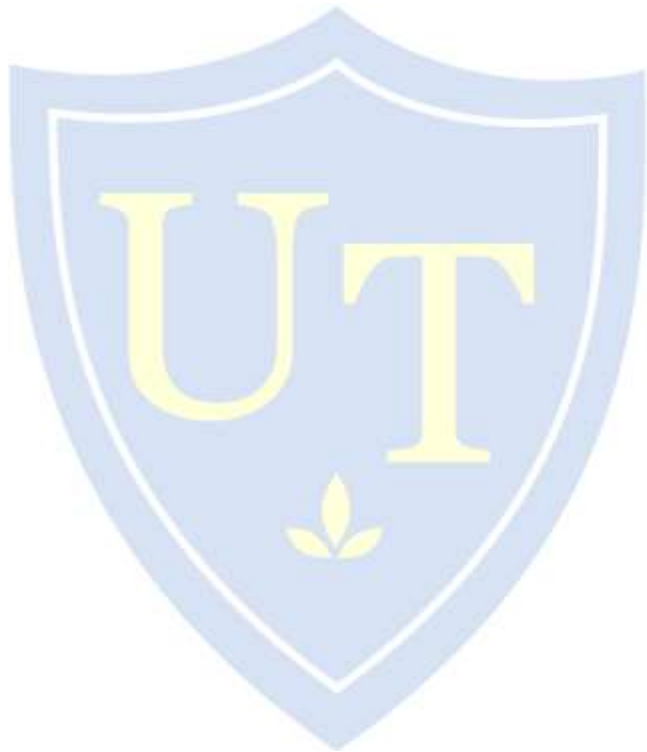
1. Tap **Settings > Mail, Contacts, Calendars > Add Account**.



4. A prompt may appear wanting to gather more information if so enter values that my apply and click Next:
 - a. **Email:** First.Last@utoledo.edu (Staff) or First.Last@rockets.utoledo.edu (Student) (this may already be populated from previous screen)
 - b. **Server:** Enter **email.utoledo.edu** (if your mailbox is on-premises Exchange) or **outlook.office365.com** (if your mailbox is in Office 365)
 - c. **Domain:** <Leave Blank>
 - d. **Username:** Your UTAD username followed by “@rockets.utoledo.edu” (e.g. rocket@rockets.utoledo.edu)
 - e. **Password:** **Your UTAD Password** (This may auto populate from the previous screen)
5. **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.



6. If you are prompted to create a passcode, tap **Continue** and type a numeric passcode. **If you don't set up a passcode, sending/receiving email from the iOS device will be disabled till a passcode or password is set. You can set up a passcode later your iPhone settings.**



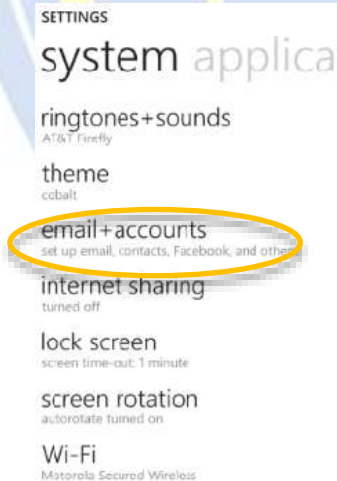
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Configure UT Email for Windows Phone

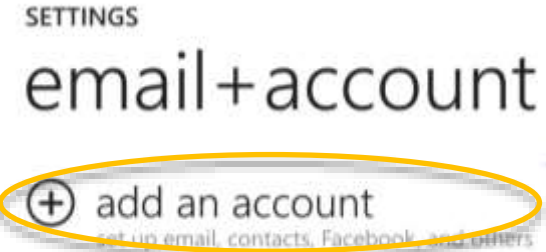
1) Locate the settings button within the home/start screen



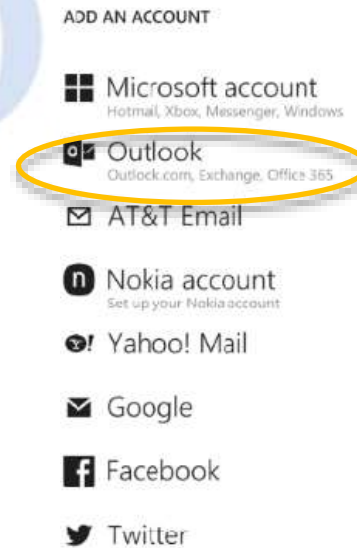
2) Under **Settings>System**, select **e-mail + accounts**



3) Select **add an account**



4) Select **Outlook**

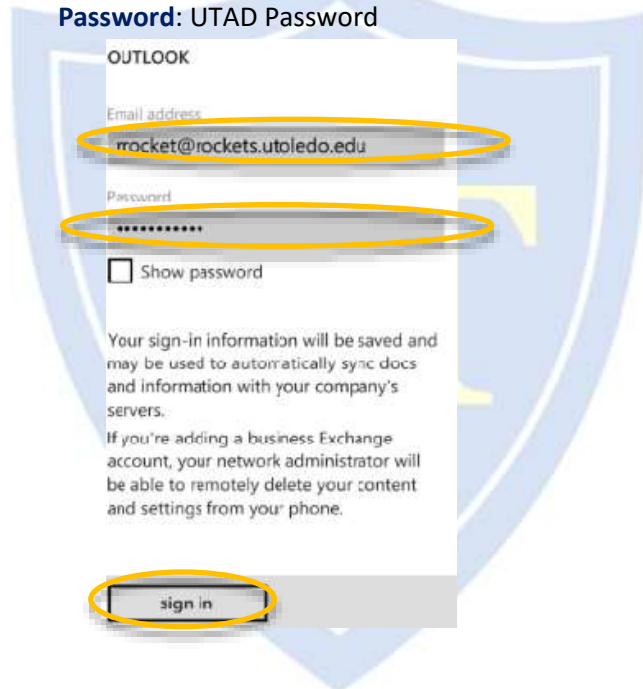


5) Enter the following information in then select **sign in**:

Email address: First.Last@utoledo.edu (Staff) or

First.Last@rockets.utoledo.edu (Student)

Password: UTAD Password



7) Once Windows Phone successfully configures the account settings, select **done**. Should the user choose to, they may download the Lync app which allows instant messaging between other staff and students.



6) At this point, Windows Phone will configure the account settings.

If you are prompted for user credentials, enter in UTADUserid followed by @rockets.utoledo.edu (ex: rocket@rockets.utoledo.edu)