

Important Information

- Before you synch to your mobile device, you have to be converted to OWA and have successfully logged in.
- Each type of device family (Apple, Blackberry, Android, Windows etc.) uses different terms to define the same thing. Therefore, you next step is to do scroll down to the instructions below for your device.
- We do not support POP3 or IMAP4. Rather we are using Exchange ActiveSync to connect.

Apple (iOS) devices: iPhone, iPod Touch and iPad

- 1. Tap Settings
- 2. Select Mail, Contacts, Calendars
- 3. Select Add Account.
- 4. Tap Microsoft Exchange.



5. Fill in the following field:

- a. Email this is your regular glendale.edu e-mail address. userid@glendale.edu
- b. Server enter mail.glendale.edu
- c. Domain enter gccd
- d. Username enter your userid
- e. Password enter your password
- f. Description enter whatever you want to describe this connection Ex: Glendale Email
- g. User SSL make sure this is switched on
- 6. 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.
- 7. 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.



Email	userid@glendale.edu
Server	mail.glendale.edu
Domain	gccd
Username	userid
Password	•••••
Description	Exchange
Use SSL	ON

Add Account.

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Android This is Google's mobile operating system, sometimes referred to as Droid.

- 1. From the Applications menu, select Email. This application may be named Mail on some versions of Android.
- 2. Type your full e-mail address. userid@glendale.edu
- 3. Select Next.
- 4. Select **Exchange account**. This option may be named Exchange ActiveSync on some versions of Android.
- 5. Enter the following account information and select Next.
 - a. Domain\Username enter GCCD for domain and enter your email address.
 - b. Password enter your password.
 - c. Exchange Server enter mail.glandale.edu
- 6. 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:
- 7. **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.
- 8. **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.
- 9. **Notify me when email arrives** If you select this option, your mobile phone will notify you when you receive a new e-mail message.
- 10. **Sync contacts from this account** If you select this option, your contacts will be synchronized between your phone and your account.
- 11. Select **Next** and then type a name for this account and the name you want displayed when you e-mail to others. Select **Done** to complete the e-mail setup and start using your account.





BlackBerry This is the Research in Motion (RIM) mobile operating

system.

- 1. First, find the Setup icon after you press the Blackberry key.
- 2. Select "Email settings" on your phone.
- 3. Select Add. If you had setup an account with Blackberry, it will show here too.
- 4. Select Other for the type of email from the list of options.



Email Setup	Consell Colum
Email address:	Email Setup
userid@glendale.edu	
Password:	Pa
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Close < Back Next >	

- Now, select "I will provide the 7.
- 8. Select Outlook Web Access (Exchange). Retype your password.
- 9. Scroll down. In the Outlook Web Access URL, enter:
 - a. mail.glendale.edu Make sure it is https, not http.
 - b. Enter Email address into the User name and Mailbox Fields. Select Next.
- 10. After a while, you should get a success confirmation. Select OK. You should have a new message icon on your home screen that will start getting populated with your most recent email messages, including an activation message from Blackberry.

Invalid email address or

password. Verify your

password. If the error

email address and

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5. Enter your email address and password in the space provided. Hit "Next" You will get an error. That's OK since 6. we need to get to the manual settings. settings".



Mobile Device Setup using Outlook Web Application (OWA)

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Nokia (Symbian) This is the operating system used on Nokia mobile phones that are not running the Windows Phone operating system.

- 1. On the **Applications** menu, select **Applications** > **Mail**.
- 2. Select Create a new mailbox to start the setup wizard.
- 3. Accept the Nokia terms of service and select Start.
- 4. Select **Mail for Exchange** from the list of available account types, and then enter the following information:
 - a. In the **Password** box, enter your password.
 - b. In the **Username** box, this is your regular Glendale.edu e-mail address. It is usually <u>userid@glendale.edu.</u>
 - c. In the **Domain** box, enter <u>GCCD</u>.
- 5. Select **Next** to continue. The setup wizard will try to automatically set up your e-mail account.
- 6. If the wizard is able to set up your account, go to the next step. If this process can't be completed automatically, you'll need to enter your Exchange server name manually.
- 7. In the Mail for Exchange server name box, enter mail.glendale.edu, and select Next.
- 8. Select **OK** when Mail for Exchange informs you that it isn't recommended to use multiple methods to synchronize your contacts with your phone.
- 9. Choose whether you want to synchronize your Calendar, Contacts, and Tasks by selecting the appropriate options and then selecting **Next**.

It appears that there is an application which must be downloaded and installed on Nokia phones to work with Exchange. Here is the link for the download and installation instructions http://nds2.nokia.com/tutorials/support/global/phones/mail_for_exchange/english/2_2.html

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Get your remote calendars to the device
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Windows Phone and Windows Mobile Windows Phone is the latest Microsoft mobile operating system. Windows Mobile (for example, Windows Mobile 6.5), is the previous Microsoft mobile operating system.

- 1. On Start, flick left to the App list
- 2. Tap Settings
- 3. Tap email + accounts.
- 4. Tap add an account > Outlook.
- 5. Enter your e-mail address and password and tap sign in.

- 6. Tap Advanced Setup. You'll need to enter the following information:
 - a. E-mail address this is your regular glendale.edu e-mail address. userid@glendale.edu
 - b. **Password** enter the password.
 - c. User name enter your Userid.
 - d. Domain enter GCCD
 - e. Server enter mail.glendale.edu
- 7. Select the Server requires encrypted (SSL) connection box.
- 8. Tap sign in.
- 9. Press OK if Exchange ActiveSync asks you to enforce policies or set a password.

Maybe a custom screen shot here $-- \rightarrow >>$

SETTINGS	ADD AN ACCOUNT
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add an account set up email, contacts, Facebook, and others	Surface Sector S
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or set a password.	sign in