

## Setup Microsoft Exchange email on an Apple iPhone, iPad, or iPod Touch

1. If this is the first email account on your iPhone, tap **Mail**. Otherwise, tap **Settings > Mail, Contacts, Calendars > Add Account**.
2. Tap **Settings > Mail, Contacts, Calendars > Add Account**.
3. Tap **Exchange**.
4. Type the information requested in the **Email, Password, and Description** boxes. You need to type your full email address in the Email and Username boxes; for example, {username@domain}.
5. Tap **Next** on the upper-right corner of the screen.
6. In the Server box, enter the server name **HSCLink.health.unm.edu**.
7. In the Domain box enter **Health**
8. In the Username and Password boxes enter your email **username** and **password** and then tap **Next**.
9. 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.

## Setup Microsoft Exchange email on an Android device

1. From your home screen, **tap Settings**.
2. **Tap** the **Accounts** icon.
3. **Tap Add Account**.
4. If presented with an account type option, **select** the **Exchange Account** or **Microsoft Exchange** (otherwise skip this step). If presented with a security Certificate error, tap next.
5. **Enter** your **full email address**, for example {username@domain}.
6. **Select Exchange account** (if applicable).
7. **Enter** your **password**, and then **tap Next**.
8. **Type** your **username** as *HEALTH\{username}*.
9. Ensure the server field reads *HSCLink.health.unm.edu*.

After your device verifies server settings, Account Options display. Available options depend on the version of Android. Options may include the following:

- Email checking frequency - The default value is Automatic (push). When selected, email messages are sent to your device as they arrive. (Data charges may apply. The UNM Health Sciences Center is **not** responsible for any data charges incurred.)
  - Amount to synchronize - This is the amount of mail you want to keep on your mobile device. You can choose from several length options, including One day, Three days, and One week.
  - Notify me when email arrives - If you select this option, your mobile device will notify you when you receive a new email message.
  - Sync contacts from this account - If you select this option, your contacts will be synchronized between your device and your account.
  - Sync calendar from this account - If you select this option, your calendar will be synchronized between your device and your account.
  - Sync email from this account - If you select this option, your email will be synchronized between your device and your account.
  - Automatically download attachments when connected to Wi-Fi - If you select this option, attachments will be downloaded to your device when you connect it to a Wi-Fi network.
10. Activate Device Administrator, **select Activate**.
  11. **Type** a **name** for this account.
  12. **Tap Done** to complete the email setup and start using your account.

## Configuring your mobile device - Windows Phone

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### Setup Exchange ActiveSync on a Windows phone

1. On Start, swipe left to the App list, **select Settings**, and then **select email + accounts**.
2. **Select add an account > Outlook**.
3. **Enter** your email **address** and **password**, and then **select Sign in**.
4. If you see the message "Check your information and try again. You may have mistyped your password.", verify that you entered the correct email address and password.
5. You will see the message, "We couldn't find your settings". **Select Advanced**. You'll need to **enter the following information**:
  - **E-mail address** - This is your full email access, for example username@unm.edu.
  - **Password** - This is the password for your email account.
  - **Username** - This is your email username, for example username.
  - **Domain** - Enter Health.
  - **Server** - This is the name of your Exchange server. Enter HSCLink.health.unm.edu
6. **Select the Server requires encrypted (SSL) connection** box.
7. **Select Sign in**.
8. **Select OK** if Exchange ActiveSync asks you to enforce policies or set a password.