

Madera Unified School District

Configuring Mobile Devices for Email Connectivity

The following instructions provide general email configuration settings for Windows Mobile, Blackberry Storm and iPhone devices. Due to the availability of multiple mobile carriers, phone models and software versions, your specific phone may have similar, but not necessarily identical, functionality and screens from those shown.

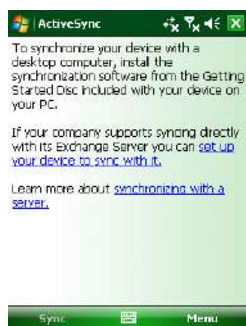
Windows Mobile



Step 1. From the Start menu, select the Programs menu item.



Step 2. Open the ActiveSync tool.



Step 3. Since we will connect to an Exchange Server, select the link “set up your device to sync with it.”



Step 4. Where provided, enter your email address. For example, cool_j@madera.k12.ca.us.



Step 4. Enter your username, password and domain. This is the same username and password you use when connecting to your Madera web mail account (Outlook Web Access). Your domain is “madera” (no quotes).






Step 5. Enter your the server address “exchange.madera.k12.ca.us” (no quotes).

If after completing, you cannot synchronize, try unchecking the SSL option.



Step 6. Checkmark the items to synchronize, then select Finish.

Blackberry

1. Open the Setup folder .
2. Select Email Settings .
3. Click the Add button to add an existing email account.
4. From the list of services, select Other .
5. Enter your email address and password.
6. The system may not be able to identify the account. You may need to enter your password and retry until you are prompted to set the option "This is my work email account".
7. Select the option "I can access my email account using a Web browser (Outlook™ Web Access)".
8. Enter the Outlook Web Access URL "https://exchange.madera.k12.ca.us", your username and your password (if needed). Your email address should already be entered (if not, please enter). You should not need to complete the mailbox entry.
9. When complete, you should be notified that it successfully created and added the mailbox, and that a new icon for the account has been created.

iPhone



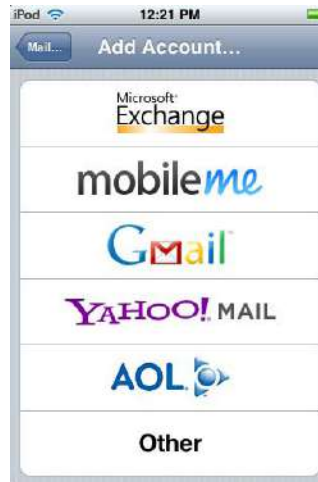
Step 1. Click Settings.



Step 2. Scroll to and select Mail Contact and Settings.



Step 3. Select the "Add Account" button.



Step 4. Choose Microsoft Exchange.

Step 5. Enter your account information. You may receive a warning that it cannot verify the certificate- click Accept.

Your domain is "madera" (no quotes).