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 item.



Step 2. Open the ActiveSync tool.



If your company supports syncing directly with its Exchange Server you can <u>set up</u> your device to sync with it.

Learn more about synchronizing with a

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

	2		
Messenger	Notes	Pictures & Videos	
Q		A	
Search	SimTkUI	Task Manager	
😂 Active5	/nc	rt, T, a€	
Enter Email Address			2
Email address	8		

(enter your email address here) For example, (Example: help@microsoft.com) Attempt to detect Exchange Server Settings automatically

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



User Information User name: (enter your username) Password: (enter your password) Domain: (enter your domain) Save password (required for automatic sync)

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).



Cancel

(enter your server address) Note: This is the same as your Outlook Web Access server address. This server requires an encrypted (SSL) connection

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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 [□]⁄₂.
- 3. Click the Add button to add an existing email account.
- 4. From the list of services, select Other \square .
- 5. Enter your email address and password.
- 6. They 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).
- 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 added the mailbox, and that a new icon for the account has been created.

iPhone



Step 1. Click Settings.

	Settings		
~	Wi-Fi	MUSD	>
0	Fetch New Data	Push	>
*	Brightness		>
0	General		>
5	Music		>
***	Video		>
R	Photos		>
	Mail, Contacts, Calend	dars	>

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



Step 3. Select the "Add Account" button.

iPod ᅙ	12:21 PM	-
Mail	Add Account	
	Microsoft Exchange	
1	mobileme	
	Gmail	
3	AHOO! MAIL	
	AOL	
	Other	

Step 4. Choose Microsoft Exchange.