



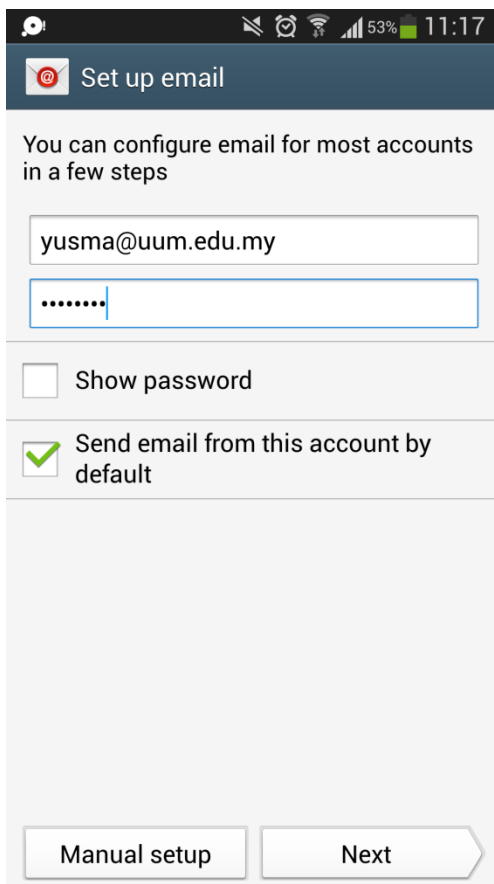
CONFIGURING UUM EMAIL

You will need the following information to set up UUM Email :

- **Email Address**
- **Username**
- **Password**
- **Domain Name**
- **Server Address**

Android

1. From the Home screen, touch **Menu**  > **Settings**  > **Add account** > **Microsoft® Exchange ActiveSync**.
2. Enter your **Email address** and **Password**. Mark **Send email from this account by default** (available only if you have already added another email account) to set this as the default email account, and then touch **Next**.



Set up email

You can configure email for most accounts in a few steps

yusma@uum.edu.my

.....

Show password

Send email from this account by default

Manual setup Next

3. Verify the Exchange server settings are correct, and touch **Next**.

The screenshot shows the 'Exchange server settings' screen on a mobile device. The status bar at the top indicates 57% battery and 11:06. The screen contains the following fields and options:

- Email address:** yusma@uum.edu.my
- Domain\user name:** stafyusma
- Password:** Masked with seven dots.
- Exchange server:** uummail.uum.edu.my
- Use secure connection (SSL)
- Use client certificate
- Client certificate:** A button at the bottom of the form.

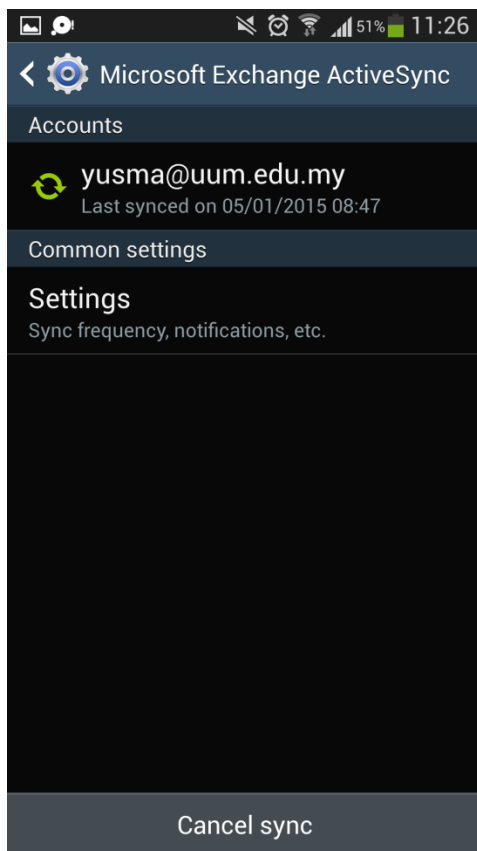
4. The **Account options** screen allows you to select the following ActiveSync options:
- **Peak schedule:** Choose how often your device should connect to the Exchange server to get email during peak business hours. Choose **Push** to have email delivered to your device as soon as it arrives on the server.
 - **Off-peak schedule:** Choose how often your device should connect to the Exchange server to get email during off-peak business hours. Choose **Push** to have email delivered to your device as soon as it arrives on the server.
 - **Period to sync email:** Choose the time period your device should keep in sync.
 - **Emails retrieval size:** Set an email size limit. Your device will download only the headers for emails that exceed this limit. When you open the message, you will be able to download the entire message.
 - **Period to sync Calendar:** Choose the time period your device should keep in sync.
 - **Send email from this account by default:** Send all new email messages from this account by default.
 - **Notify me when email arrives:** Have your device notify you of new email messages.

- **Sync email:** Sync your email to your device.
- **Sync Contacts:** Sync your contacts to your device.
- **Sync Calendar:** Sync your calendar to your device.
- **Sync task:** Sync your tasks to your device.
- **Automatically download attachments when connected to Wi-Fi:** Set your device to automatically download email attachments when you are connected to a Wi-Fi[®] access point.

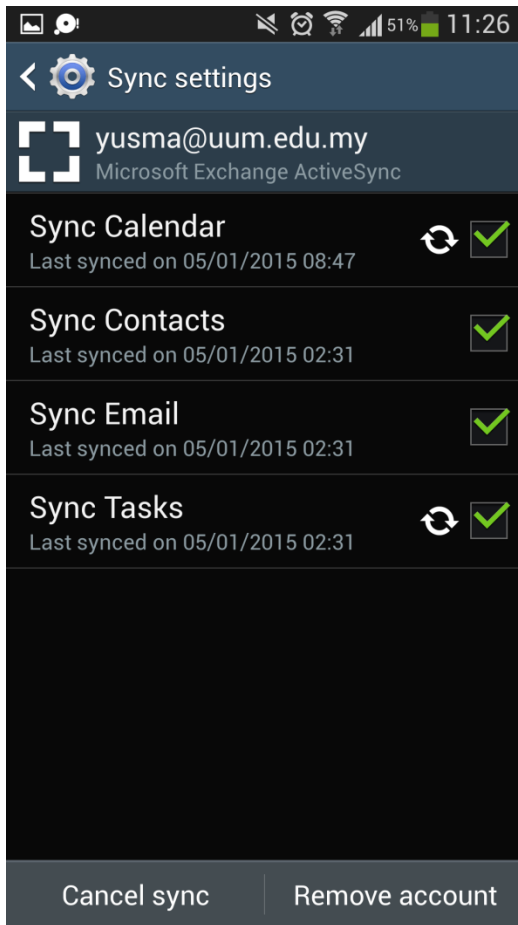
Synchronizing Your Microsoft Exchange ActiveSync Account

You can adjust your Exchange ActiveSync account settings to change the content synchronized to your device.

1. From the Home screen, touch **Menu**  > **Settings**  > **Microsoft Exchange ActiveSync** and touch your account name.



2. Mark or unmark the content you want to synchronize. A green check mark indicates the content will be synchronized. Touch **Sync now** when you have made your selection.



Blackberry

For BlackBerry OS 4.6.x and later (BlackBerry Bold/9700 and on)

1. At the main screen, select **Menu**
2. Select **Setup**
3. Select **Setup Wizard**
4. Select **Email Setup**
5. Select *I want to use a work email account with a BlackBerry Enterprise Server*, then click **Next**
6. Under *Has your BlackBerry Enterprise Server administrator provided you with an Enterprise Activation password?* select **Yes**, then **Next**
7. Enter the user's address as **ahmad @uum.edu.my">ahmad @uum.edu.my** and use the activation code obtained earlier as the password (uum). Activation Server Address should not be necessary.
8. Select **Menu**, then **Activate**.

Ipad / Iphone

Configuring Exchange ActiveSync on the iPad

1. Before You Begin
 - Install the latest version of iTunes
 - Back up your iPad
 - Make sure you are connected to a reliable and fast network (preferably Wi-Fi) before beginning
2. Tap the **"Settings"** icon from the home screen, then **"Mail, Contacts, Calendars"**
3. In "Mail, Contacts, Calendars", tap **"Add Account..."**
4. Tap the **"Microsoft Exchange"** icon

Note: This is where you come in if you tap the Mail app from the home screen with no accounts configured

5. Now you will enter your Exchange account information:
 - **EMAIL** : **ahmad @uum.edu.my">ahmad @uum.edu.my** (example)
 - **SERVER** : **uummail.uum.edu.my**
 - **DOMAIN** : **STAF**

- **USERNAME** : ahmad (your email username)
- **Password** : ***** (your email password)
- **Description** : ahmad @uum.edu.my">ahmad @uum.edu.my

6. Tap "**Next**" and the iPad will attempt to auto-discover and configure the Exchange account

Note: This can take up to 5 minutes on slow networks or if autodiscovery is not supported

7. If the Exchange server configuration fail (saying it couldn't validate your account), and you will have to manually enter the **Server** name.

SERVER : uummail.uum.edu.my

8. Tap "**Next**" and the iPad will verify the configuration

9. By default, the iPad will synchronize all three data types (Mail, Contacts, and Calendars) with your Exchange ActiveSync server, but you can turn one or more off if you wish

10. Tap "**Done**" and the iPad will finalize the configuration and return you to the "Mail, Contacts, Calendars" menu while your iPad communicates with the server

Note: It can take a few minutes for calendar entries and contacts to show up