IHS Email and Calendar Sync for Smartphones and Tablets

Android

- Open the Mail application and select Exchange.

- Enter your Email address (e.g. padalewski@ihs.ac.at) and Password.

- Then, click Manual Setup.

- Enter Username with domain (e.g. vienna\padalewski) and Server address ex.vienna.ihs.ac.at.

- Check the remaining settings, and fill them out according to the screenshot to the left, if necessary.

- Click Next.
Accept the required Remote security administration notification by clicking **OK**.

After authentication, check the boxes associated with the features you want to synchronize (e.g. Notify me when email arrives and Sync email from this account).

Make sure to activate sync for calendar and/or contacts if needed.

Then click **Next**.

Activate the required device administrator settings by clicking **Activate**.

Your Exchange email is now set up.

**LOST OR STOLEN DEVICES:**

If you lost your mobile phone, or if the phone was stolen: To prevent unauthorized access, contact IHS-IT immediately to lock your account, or to delete the data from your phone.
Go to Settings, click on Accounts & Passwords and Add account.

Set up a new mail account by selecting Microsoft Exchange.

Enter your email address (e.g. griessl@ihs.ac.at) and a description (e.g. IHS Exchange).

Click Next.

A notification to connect to the Exchange server opens.

Click Configure Manually. Enter your password in the next step.
Choose the data (e.g. Mail, Contacts, Calendar, etc.) you want to sync on your iPhone.

Click the Save button.

To make your Exchange account your standard mail account, you have to do the following: Go to Settings, select Mail and change your Standard Account (at the bottom of the list) to “IHS Exchange” instead of “iCloud”.

Your Exchange email is now set up.

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