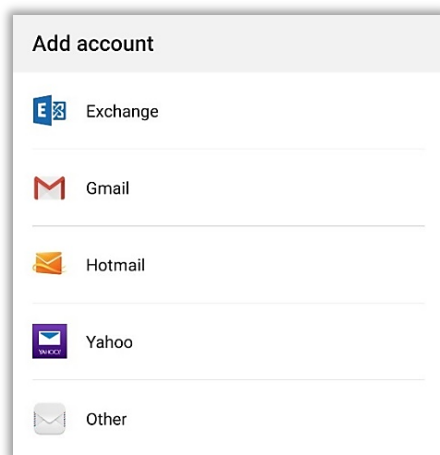
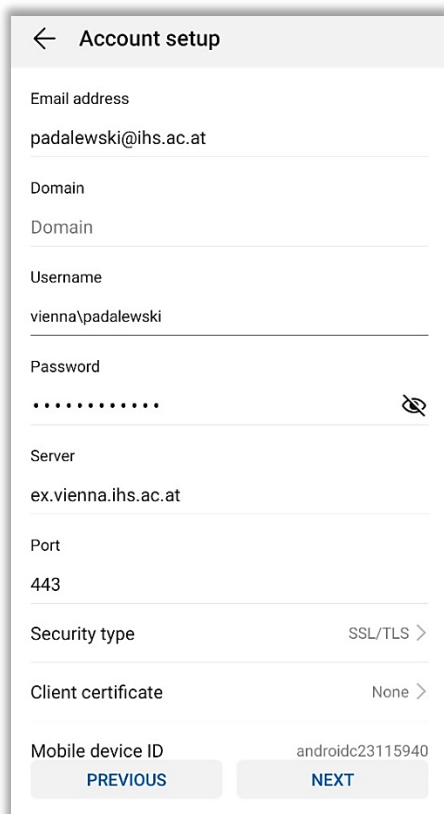


IHS Email and Calendar Sync for Smartphones and Tablets

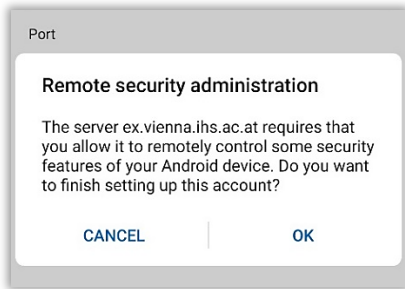
Android



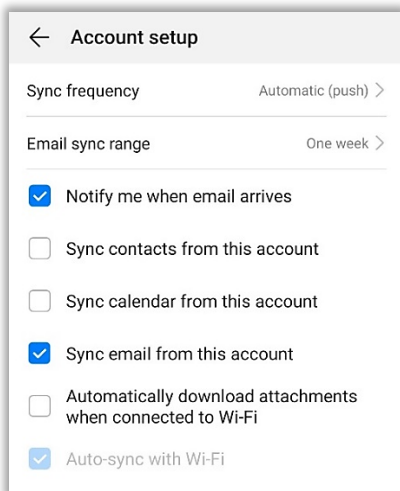
- Open the Mail application and select **Exchange**.



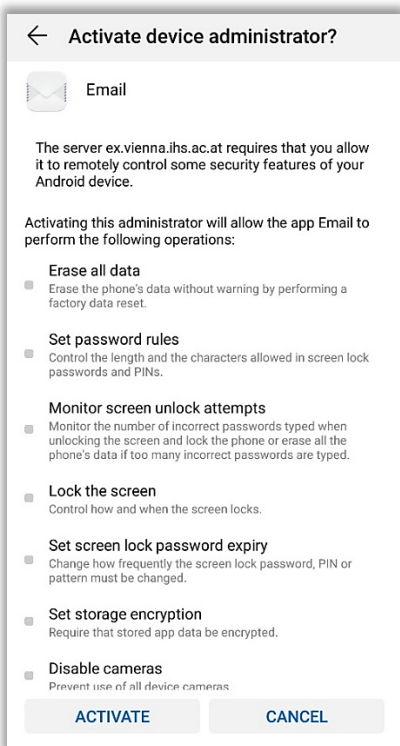
- Enter your **Email address** (e.g. padalewski@ihs.ac.at) and **Password**.
- Then, click **Manual Setup**.
- Enter **Username** with domain (e.g. vienna\padalewski) and **Server** address ex.vienna.ihs.ac.at.
- Check the remaining settings, and fill them out according to the screenshot to the left, 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**.

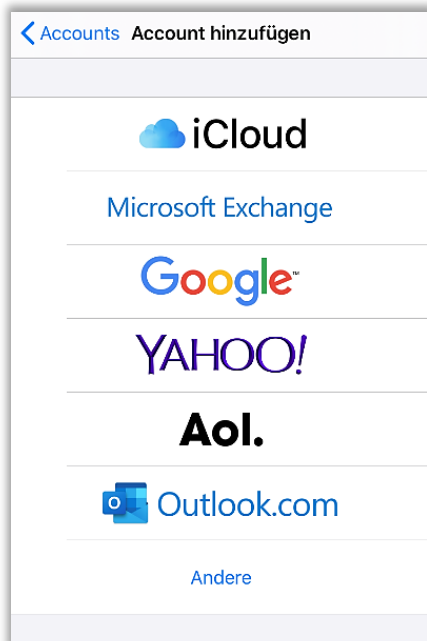


- Activate the required device administrator settings by clicking **Activate**.
- Your Exchange email is now set up.

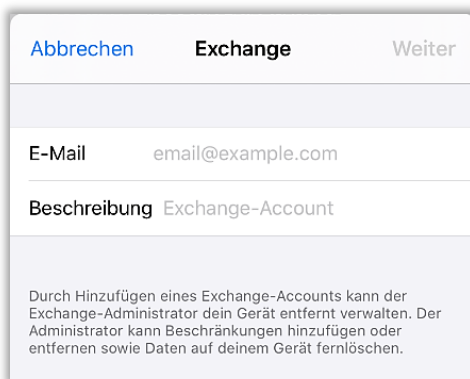
LOST OR STOLEN DEVICES:

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.

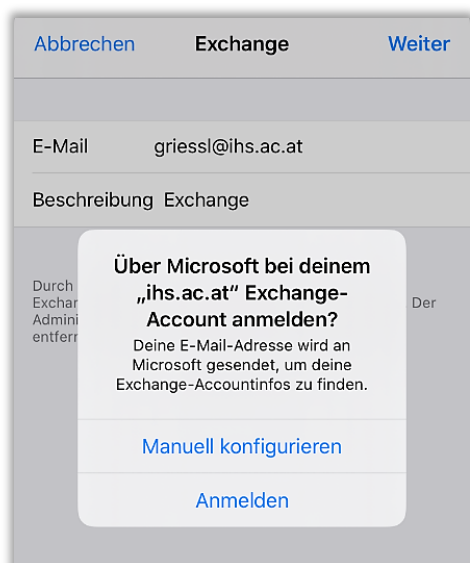
Apple iOS



- 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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