

Configure your iPad / iPhone / iPod Touch

1. Open **Settings**
2. Tap the **Mail, Contacts, Calendars** icon
3. Tap on **Add Account**
4. Select **Microsoft Exchange**
5. Enter your Exchange email address in the 'Email' field (ex. jane_doe@urmc.rochester.edu)
6. Enter your URMIC password in the "password" field
7. Enter **URMC** in the description field
8. Tap **Next**
9. The device will try to verify the Exchange server
10. Enter **mail.urmc.rochester.edu** in the Server field
11. Enter **urmc-sh** in the Domain field
12. Enter your **Active Directory Username** in the Username field (the username used to access your email)
13. Tap **Next**
14. It should then verify all fields.
15. On the Synchronization screen, set your preferences. Tap **Save** and you are done.

Configure your Android Device

Keep in mind there are many different Android devices. These exact steps may not match your device, but the settings should be consistent.

1. Open the **Applications** icon
2. Select **Settings**, then **Accounts & Sync**, then **Add Account**, and then **Corporate**
3. Enter your email address (**first_last@urmc.rochester.edu**) and your URMIC password in the appropriate fields
4. Tap **Next**
5. In the "Domain\Username" field, enter **urmc-sh\username** (the username used to access your email)
6. Enter your password in the "Password field"
7. Enter **mail.urmc.rochester.edu** in the "Server" field
8. Check "Use secure connection (SSL)"
9. Tap **Next**
10. Adjust your **Email checking frequency** and **Amount to Synchronize** to your liking by putting a checkmark for which ever options you would like
 - Send email from this account by default.
 - Notify me when email arrives
 - Sync contacts from this account
11. Tap **Next**
12. Set the account name to **URMC**
13. Under "Your Name" put in your full name
14. When you are finished, tap **Done**.

Configure your Windows Mobile Device

1. Go to **Settings/email+accounts** and select **add an account**
2. Tap Outlook
3. Under **Account name** line enter **URMC**

4. In the user name field enter your username
5. Enter your URMC password in the Password line
6. Enter **URMC-SH** in the Domain line
7. Enter **mail.urmc.rochester.edu** in the Server line
8. Verify the box for "Server requires encrypted (SSL) connection is checked"
9. Tap the check box to complete