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 URMC 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 URMC 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
   o Send email from this account by default.
   o Notify me when email arrives
   o 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