This guide shows you how to configure your mail and calendar for both your iPhone and iPad. The pictures used in this guide has been taken from an iPhone, but the procedure is the same for an iPad.

AU’s security policy dictates that you must use a pin code and that your mobile phone / smartphone has to lock itself automatically after a maximum of 10 minutes, so that it can only be opened with a pin code.

This also applies to mobile phones / smartphones purchased for private funds.

Minimum password length: 4 characters.

On your smartphone, on the list of security rights of Microsoft Exchange 2010, “Remote wipe” is listed as a possibility. Microsoft Exchange lets both the user and AU IT “remote wipe” (i.e. delete all content) on the mobile phone / smartphones. For instance, “Remote wipe” can be used if you lose your phone. You can “Remote wipe” your phone through the webmail (https://mail.au.dk) or contact the IT-support at your department, if you need help to “Remote wipe” your phone.

Please note! You need to accept AU’s security policy to be able to configure your mail and calendar on your mobile phone / smartphone. Everything you need to accept will appear during the configuration.

Start by deleting your old account

If you don’t already have an old AU mail account on your iPhone/iPad, you can skip this part of the guide and jump directly to page 2.

If you do have an old AU mail account (and calendar) on your iPhone/iPad, you have to delete it.

First press “Settings” on your homescreen.

Then press “Mail, Contacts, Calendars”.

Now choose your AU account. Here it is called “AU mail”.

Further information at www.au.dk/brugeraktivering
Configuring a new account

First press “Settings” on your homescreen.

Then press “Mail, Contacts, Calendars”.

Now click on “Add Account”.

Scroll down to the bottom and press “Delete Account”. Verify that you want to delete it by pressing “Delete from My iPhone”.

Your mail account have now been deleted and you can now configure your new e-mail account by continuing to the next step.
Type in your **AU mail**.  
Type your **password** which is the same as the one you use at http://mit.au.dk.  
And then type a description of your own choice of the account.  
Press “**Next**”.

Make sure your **AU mail** is written in the box “**Email**”.  
Type in “**mail.au.dk**” in the box “**Server**”.  
Type in “**uni**” in the box “**Domain**”.  
Type in your **username**.  
**NB!** You can find your username at http://mit.au.dk. It is placed to the right of your name.  
Type your password which is the same as the one you use at http://mit.au.dk.  
Now press “**Save**” or “**Next**” in the upper right corner.
Here you can choose which elements you want to synchronize down to your iPhone/iPad. When you have chosen press “Save”.

Mail is all your mails.

Contacts is your mail addresses, phone numbers and other information about your contacts in Outlook.

Calendars is your personal calendar from Outlook.

Reminders are notifications about events in your calendar.

Notes are notes that you have written in Outlook which can be synchronized with your iPhone/iPad.

Your mail account have now been configured and you can see it in this window with the name you described it as.

If you experience any problems or have further questions, feel free to contact the IT-support. You can find the contact information at http://au.dk/it.
Advanced Multimedia Group is a division under AU IT supported by student instructors. Our primary objective is to convey knowledge to relevant user groups through manuals, courses and workshops.

Our course activities are mainly focused on MS Office, Adobe CS and CMS. Furthermore we engage in e-learning activities and auditory and visual communication of lectures and classes. AMG handles video assignments based on the recording, editing and distribution of lectures and we carry out a varied range of ad hoc assignments requested by employees.

In addition, AMG offers solutions regarding web development and we support students’ and employees’ daily use of typo3.

Analytics Group, a division comprised of student instructors under AU IT, primarily offers support to researchers and employees.

Our field of competence is varied and covers questionnaire surveys, analyses and processing of collected data etc. AG also offers teaching assistance in a number of analytical resources such as SAS, SPSS and Excel by hosting courses organised by our student assistants. These courses are often an integrated part of the students’ learning process regarding their specific academic area which ensures the coherence between these courses and the students’ actual educational requirements.

In this respect, AG represents the main support division in matters of analytical software.

PLEASE ADDRESS QUESTIONS OR COMMENTS REGARDING THE CONTENTS OF THIS GUIDE TO AMG
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