

CONFIGURATION OF MAIL AND CALENDAR

IPHONE AND IPAD - IOS 8

Further information at www.au.dk/brugeraktivering

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.



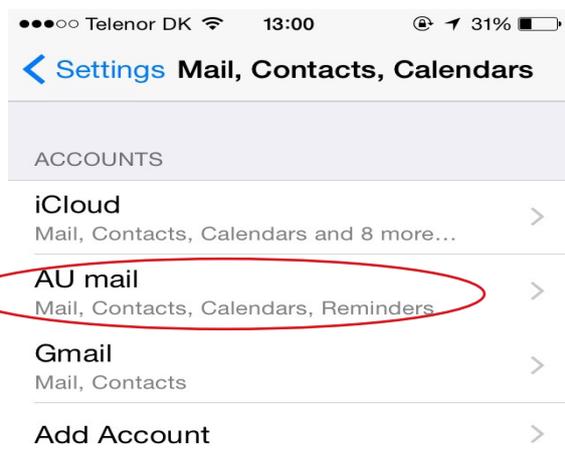
Start by deleting your old account

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.

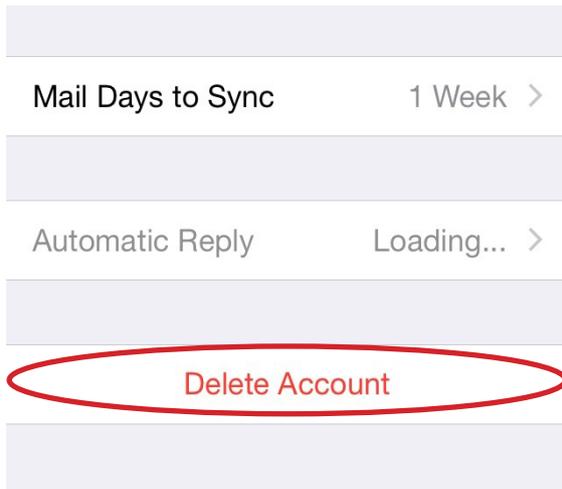
If you do have an old AU mail account (and calendar) on your iPhone/iPad, you have to delete it.

First press "**Settings**" on your homescreen.

Then press "**Mail, Contacts, Calendars**".



Now choose your **AU account**. Here it is called "AU mail".



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.



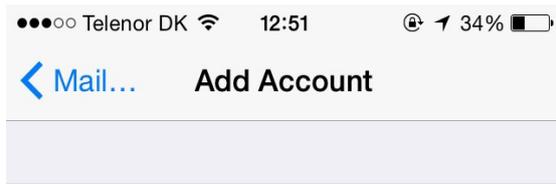
Configuring a new account

First press **"Settings"** on your homescreen.

Then press **"Mail, Contacts, Calendars"**.



Now click on **"Add Account"**.



iCloud



Google™

Press **“Exchange”**.



Email Your AU mail

Password ●●●●●●●●

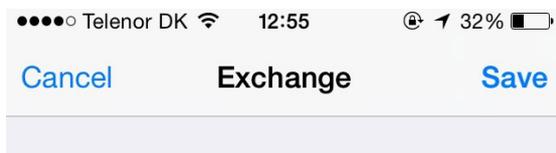
Description AU mail

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”**.



Email Your AU mail

Server mail.au.dk

Domain uni

Username au123456

Password ●●●●●●●●

Description AU mail

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”**.

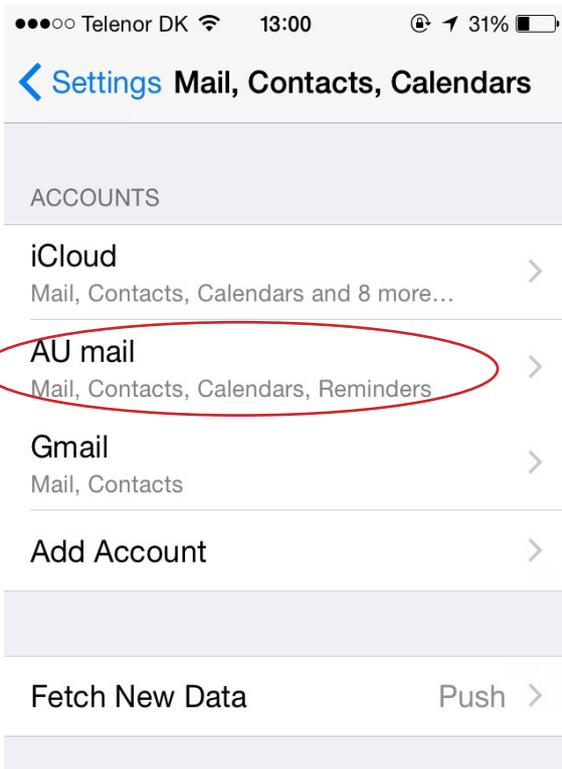
Mail is all your mails.

Contacts is you mail addresses, phone numbers and other information about your cantacts 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 descpied 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>.

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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 auditive 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.

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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.

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