

SETTING UP MAIL AND CALENDAR

ANDROID 5.0

Further information at www.au.dk/brugeraktivering

AU's security policy dictates that you must use a pin code and that your mobile phone / smartphone has to be 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.

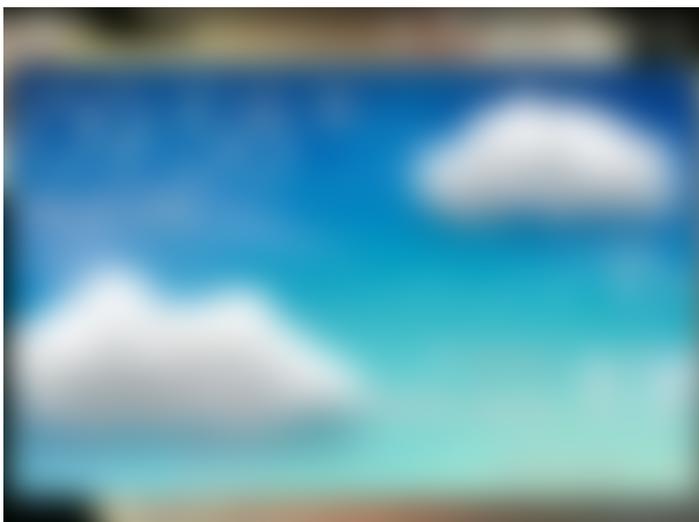
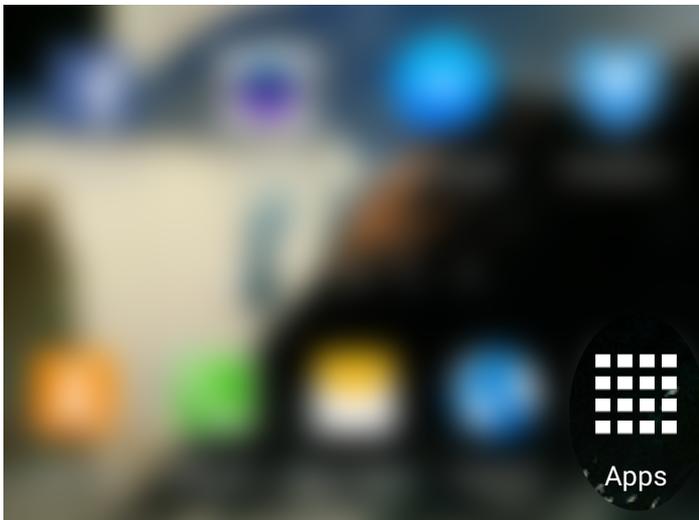
Please note! You need to accept AU's security policy to be able to configure your mail and calendar on your mobile phone / smartphone. Everything you need to accept will appear during the configuration.

Delete your old account first

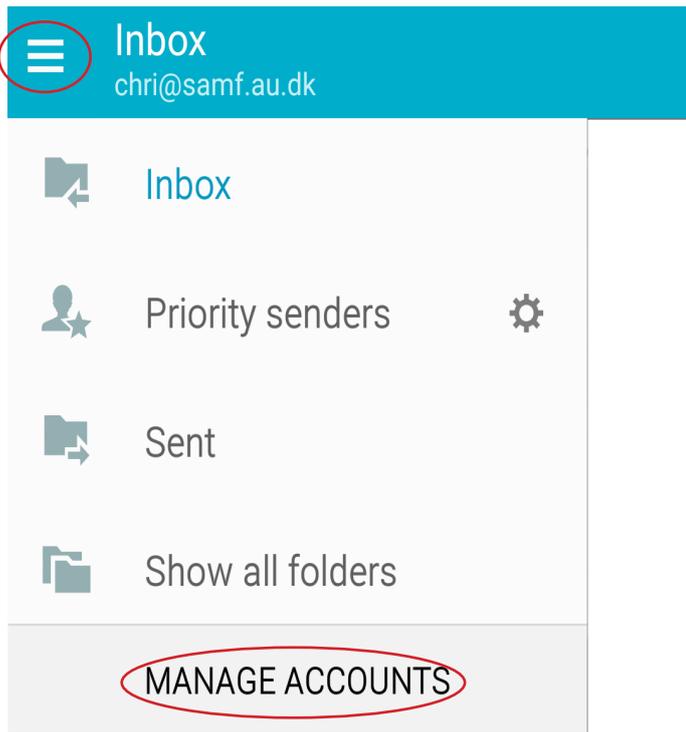
If you don't already have an old AU mail account on your smartphone, you can skip this part of the guide and jump directly to page 3.

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

Press "**Apps**".

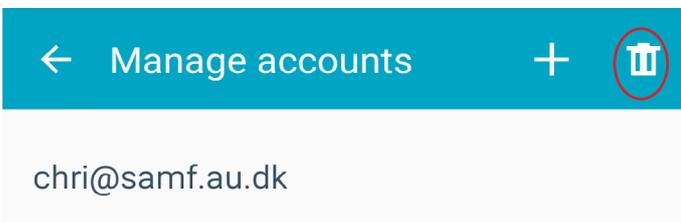


Press "**Email**".



Press the 3 bars on the top left corner.

Then press **“MANAGE ACCOUNTS”**.



Now press the trashcan at the top right corner.



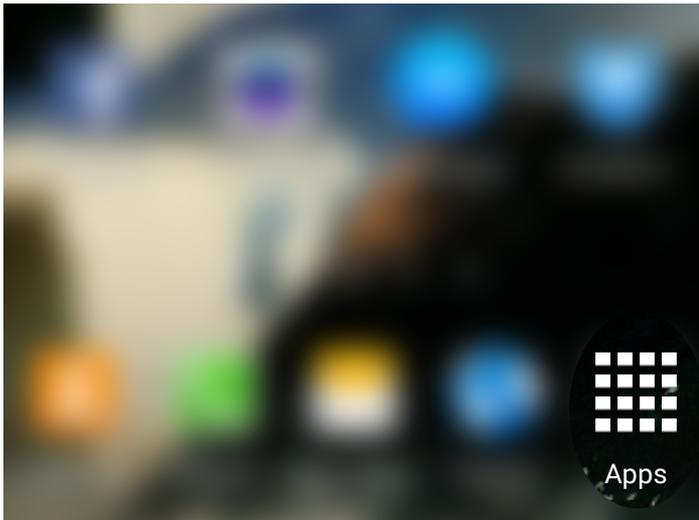
Press on your mail and then press **“Done”**.

Finally you have to reboot your phone by turning it off and on again.

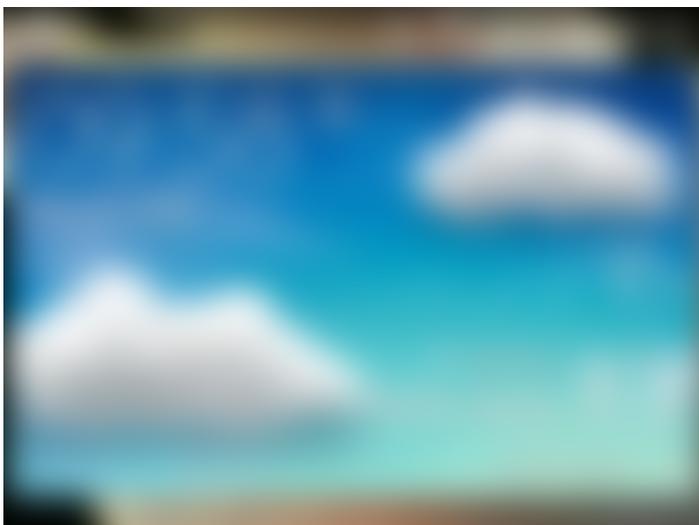
You have now deleted the old account and can now set up your email account by going to the next page.

Setting up mail and calendar

Press “**Apps**”.



Press “**Email**”.



Set up email

Select existing account ▼

Enter sign-in details

Din AU Mail

.....|

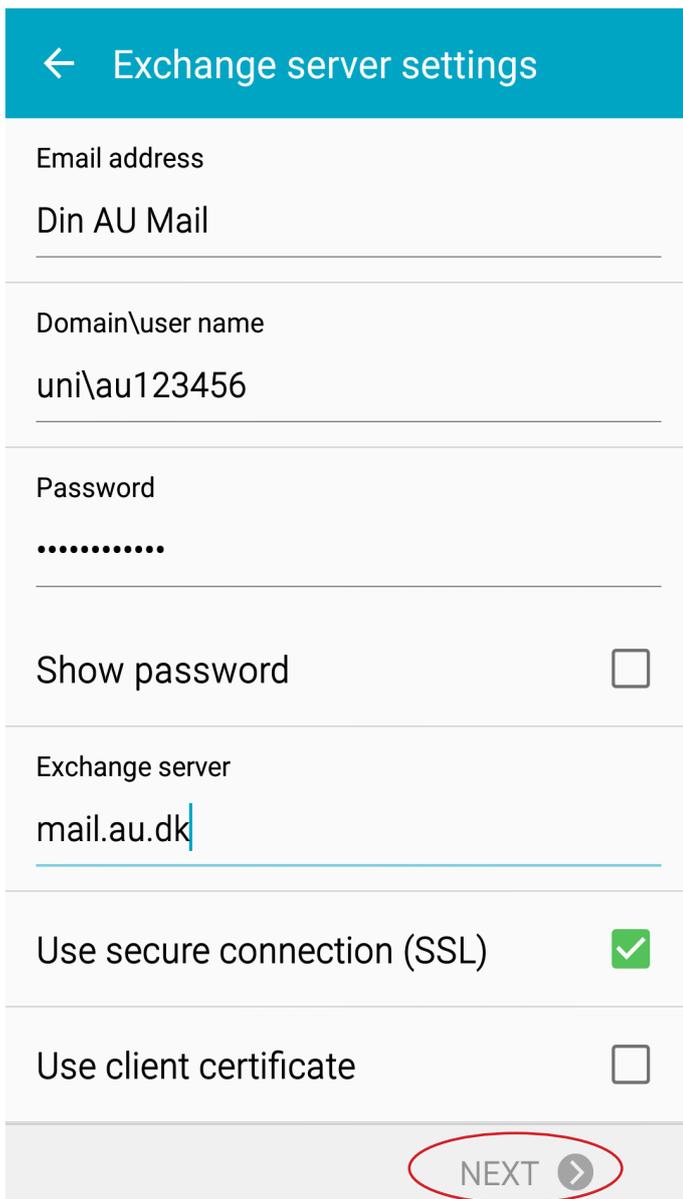
Show password

MANUAL SETUP

NEXT >

Enter your AU email address and then your password.
Your password is the same as for <http://mit.au.dk>.

Press “**MANUEL SETUP**”.



Exchange server settings

Email address
Din AU Mail

Domain\user name
uni\au123456

Password
.....

Show password

Exchange server
mail.au.dk

Use secure connection (SSL)

Use client certificate

NEXT >

Type your **AU mail address** at “**Email address**”.

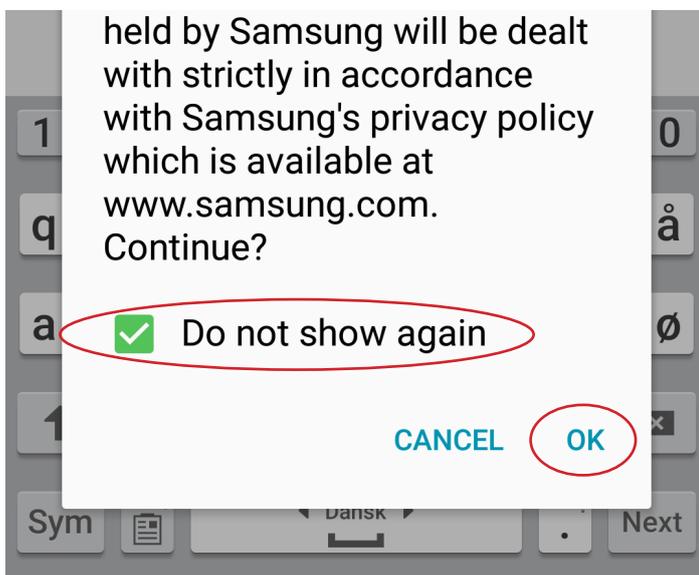
Type **uni\au{AUID}** at “**Domain\user name**”.

Type your **password** at “**Password**”.
Your password is the same as for <http://mit.au.dk>.

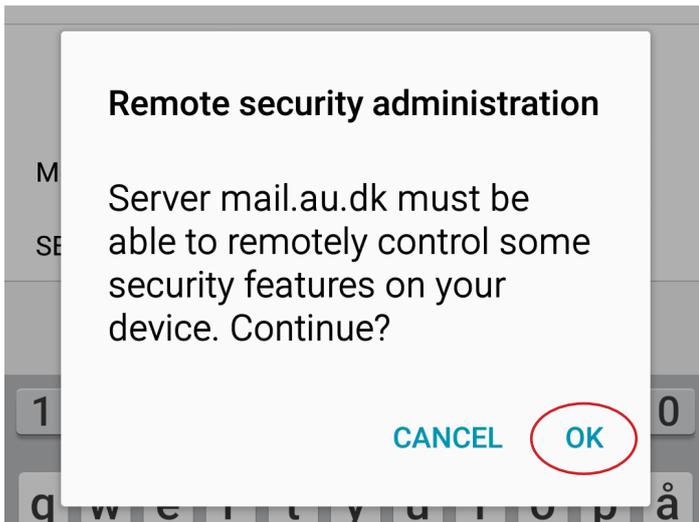
Type **mail.au.dk** at “**Exchange server**”.

Make sure there is a checkmark at “**Use secure connection (SSL)**”.

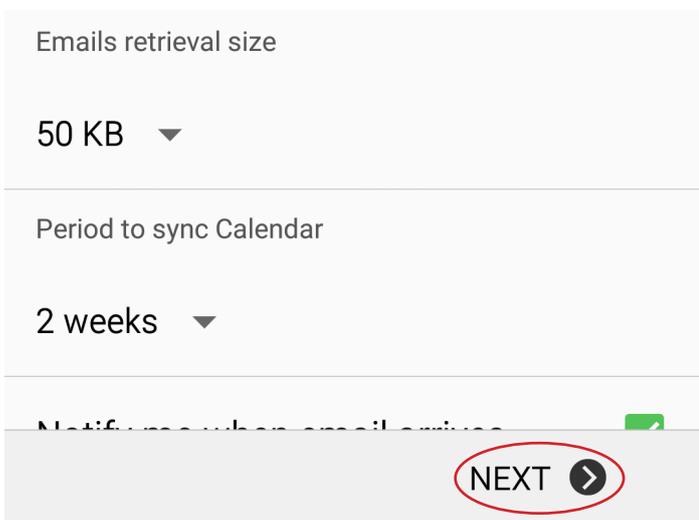
Press “**NEXT**”.



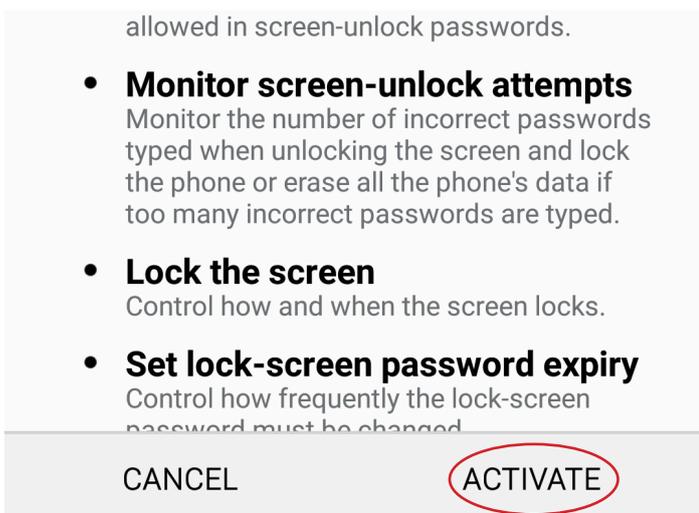
A warning window pops up. Mark “**Do not show again**” and press “**OK**”.



Another warning window will now appear. Press “OK”.



You now have the option to change settings for your mail. Default settings cover most needs. Then press “NEXT”.



One last warning window will now appear. Press “ACTIVATE”. You can then type an optional description of your mail account.

Your mail account has now been created. You will now see your mail and calendar on your smartphone.

Want help or do you have additional questions, please contact your main area IT-Support. Visit <http://au.dk/it> for contact information.

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ADVANCED MULTIMEDIA GROUP



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.

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

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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
AMGJUNIORMANAGER@AU.DK