

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.

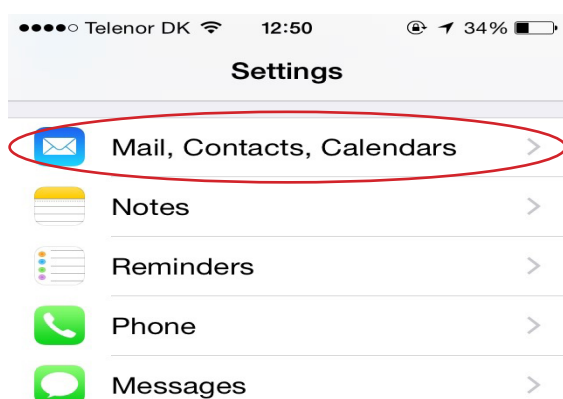
This also applies to mobile phones / smartphones purchased for private funds.

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.



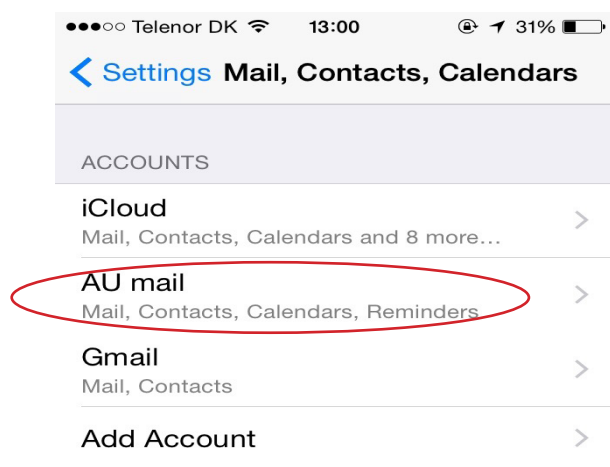
Start by deleting your old account

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.

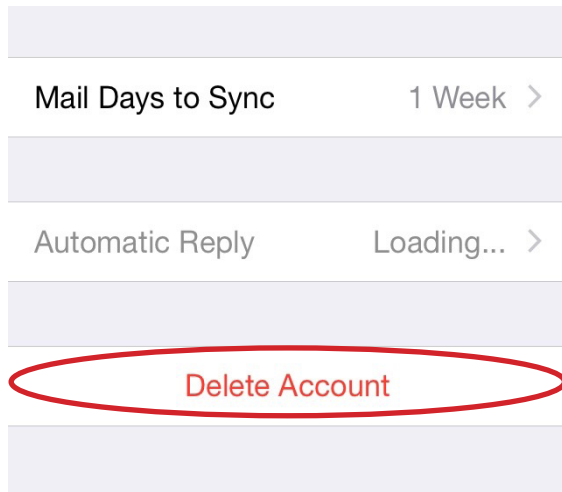
If you do have an old AU mail account (and calendar) on your iPhone/iPad, you have to delete it.

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

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

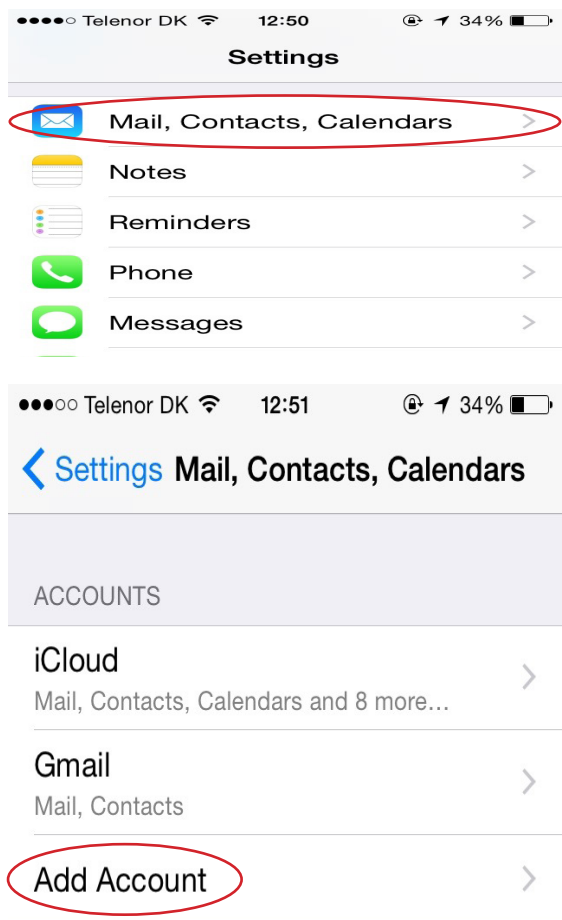


Now choose your **AU account**. Here it is called "AU mail".



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.

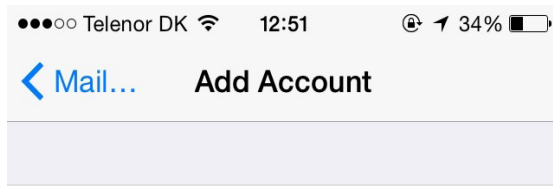


Configuring a new account

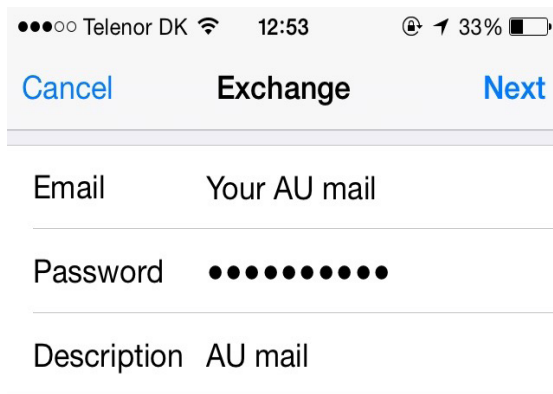
First press **"Settings"** on your homescreen.

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

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



Press **"Exchange"**.

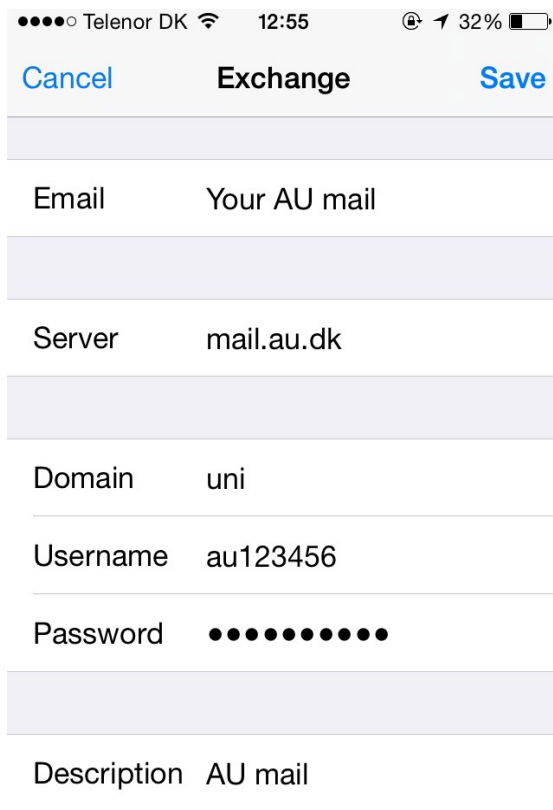


Type in your **AU mail**.

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"**.

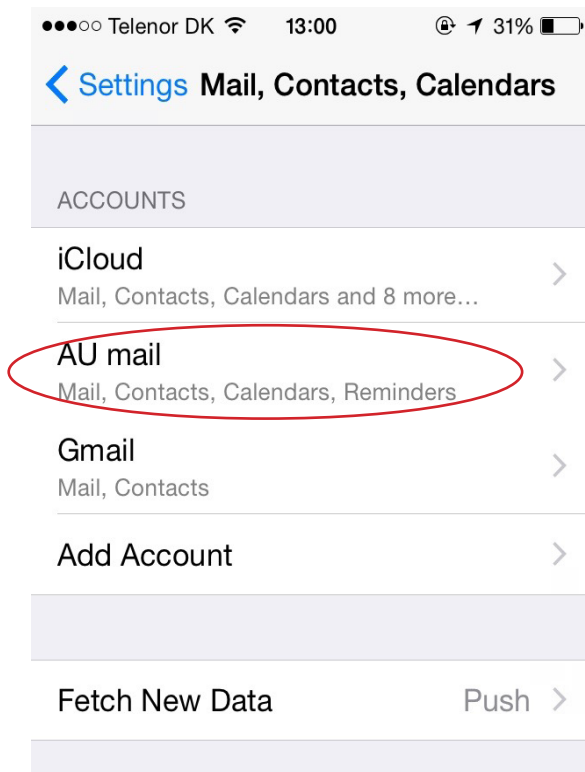
Mail is all your mails.

Contacts is 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 descriped 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>.