

Exchange Mobile Device Setup Instructions

IMPORTANT: If you currently sync your UofL email account to your mobile device, you will need to remove the account from the device before adding your new Exchange account. (This applies to IMAP, GWMobility or NotifyLink accounts associated with userID@louisville.edu.) For assistance, contact your unit's Tier I personnel.



Installation for Android OS version 2.1 or higher, including tablets:

1. On your phone, go to **Settings > Accounts > Add Account**.
2. Select **Corporate Account** or **Exchange Account**. (This is based on your phone manufacturer.)
3. Click **Manual Setup**.
4. Enter the following information:
 - Email Address: userid@exchange.louisville.edu
 - Server Address: exchange.louisville.edu
 - Domain: AD
 - Username: Your ULink userID
 - Password: Your ULink password
5. Select **Encrypted SSL Connection**.
6. Tap **Next**.

Note: If you see the **Remote security administration** screen during your setup, tap **OK**.
7. Tap **Finish Setup**.

Note: If you see the **Activate device administrator** screen during your setup, tap **Activate**. While this screen indicates that the university may erase all data or remotely control other functions on your device, UofL IT will not take these actions without written authorization.
8. Your Email, Calendar and Contacts will now begin to sync. This process can take 1-2 hours to complete.
9. Sync your Exchange (Outlook) contacts to your mobile device by following the instructions on page 4.



Installation for Apple iPhone, iPad and iPod Touch:

1. On your iPhone, go to **Settings > Mail, Contacts, Calendars > Add Account > Exchange**.
2. Enter the following information:
 - Email Address: userid@exchange.louisville.edu
 - Domain: AD

Exchange Mobile Device Setup Instructions

Username: Your ULink userID

Password: Your ULink password

3. Next to **Description**, enter a name for this email account, such as “UofL,” to differentiate it from other email accounts you may have on your device.
4. Tap **Next**.
5. Enter the server name: exchange.louisville.edu
6. Tap **Next**.
7. Tap the **On/Off** buttons beside Contacts and Calendars to sync your Exchange contacts and/or calendars to your device if you wish. **Note:** If you choose to sync these, you will be prompted to either leave your existing contacts and/or calendars on your device, or replace them with your Exchange contacts and/or calendars. **It is recommended that you choose to leave your existing data on your device.** (This may create duplicate contacts or calendar entries, but will ensure no data is lost.) You will need to confirm this selection in a second prompt.
8. Tap **Save**.
9. In the **Mail, Contacts, Calendars** menu, tap your Exchange account.
10. Next to **Mail Days to Sync**, choose **No Limit**.
11. Syncing will begin. It will take several minutes to completely sync your email, contacts and calendars.
12. Sync your Exchange (Outlook) contacts to your mobile device by following the instructions on page 4.



Installation for Windows Mobile 5.x and 6.x:

1. Go to **Start > Messaging**.
2. Select **Outlook E-mail**.
3. Enter the following information:
 - Server address: exchange.louisville.edu
 - Username: Your ULink userID with **AD** typed before it (**AD\userid**)
 - Password: Your ULink password
 - Domain: AD
4. Select the items you want to synchronize.
5. If you access the **Menu** menu at this point, then select **Advanced**, you can tell the device what to do regarding conflict resolution.
6. Sync your Exchange (Outlook) contacts to your mobile device by following the instructions on page 4.



Installation for Windows Mobile 7.x:

1. Go to **Settings > E-mail + Accounts > Add an Account > Outlook**
2. Enter your email address, with your ULink userID followed by @exchange.louisville.edu: userid@exchange.louisville.edu

Exchange Mobile Device Setup Instructions

3. Enter your ULink password.
4. Tap **Sign In**.
5. You will see a screen stating “Check your information and try again. You may have just mistyped your password.” **Please ignore this message and proceed to step 6.**
6. Scroll to the bottom and in the Domain field enter: **AD**
7. Click **Sign In**. Your account is now created. Proceed to step 8 when your contacts have synchronized.
8. Sync your Exchange (Outlook) contacts to your mobile device by following the instructions on page 4.



Installation for Palm Pre and WebOS:

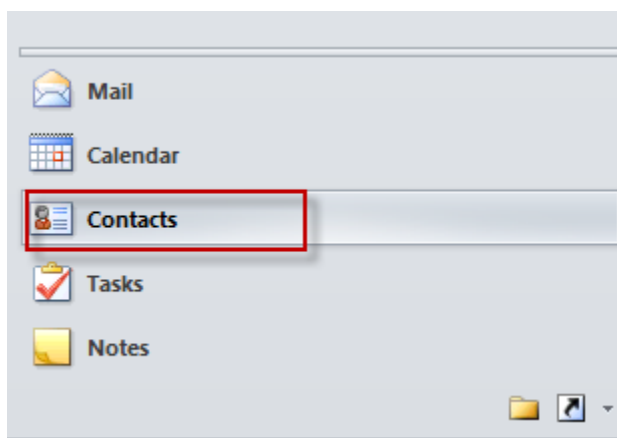
1. From the quick launch bar, tap on the envelope.
2. Tap **Manual Setup**.
3. Tap **Add an Account**.
4. Enter the following information:
 - Username: Your email address ([userid@exchange.louisville.edu](mailto:user@exchange.louisville.edu))
 - Password: Your ULink password
5. In **Manual Setup**, select the mail type **Exchange (EAS)**.
6. Enter the server address: <https://exchange.louisville.edu>
7. Tap **Sign-In**.
8. Sync your Exchange (Outlook) contacts to your mobile device by following the instructions on page 4.

Exchange Mobile Device Setup Instructions

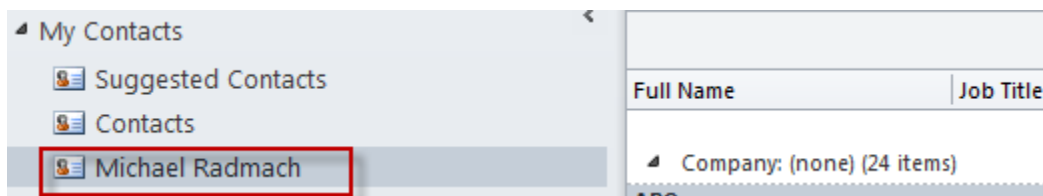
Syncing Exchange (Outlook) Contacts to Your Mobile Device

Exchange (Outlook) creates a Contacts folder that syncs to your mobile device. After your migration from GroupWise to Exchange, your current mobile address book contacts must be moved to the new Exchange Contacts folder. Once the contacts are in your Contacts folder, they will immediately sync to your mobile device. Follow the steps below to put your contacts into the new Exchange Contacts folder:

1. Click **Contacts** in the bottom left corner of your Outlook screen (under **Mail** and **Calendar**).

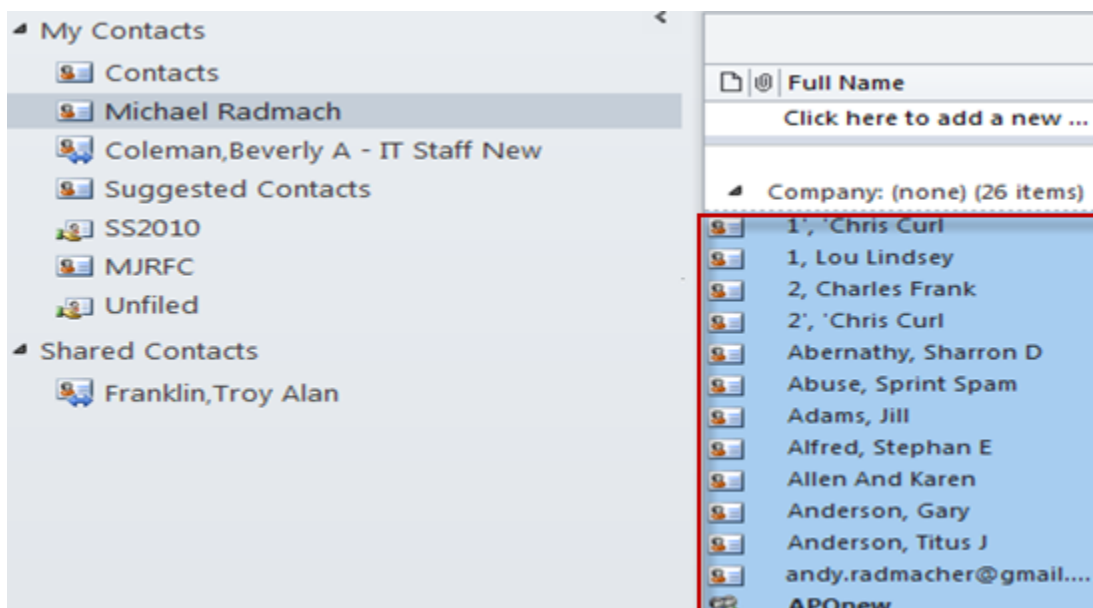


2. Click on the folder with the contacts you wish to move.

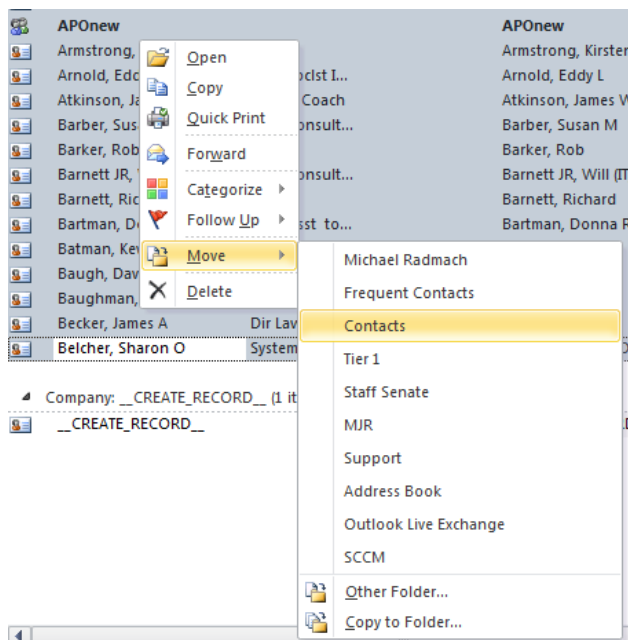


Exchange Mobile Device Setup Instructions

3. Highlight the names to be moved to the Contacts folder. (To see the names as a list, rather than as a group of business cards, click **List** in the **Current View** window at the top of your Outlook screen.)



4. Right-click on the highlighted names.
5. Select **Move** and click **Contacts**.



Your contacts are now in the Exchange Contacts folder and will sync to your mobile device.