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Configuring Exchange Email on Your Mobile Device

Follow the steps below to configure email on your mobile device. If you need additional assistance, don't hesitate to call our office.

iPhone/iPad

1. Go to Settings > Mail, Contacts, Calendars > Add Account > Microsoft Exchange and provide the following details.
 - a. **Email:** This is your full email address, i.e. rmerva@avrem.com.
 - b. **Domain:** Call for this information. "Domain" does not necessarily mean your website URL.
 - c. **Username:** Most of the time this is the same as your email address (before the @ symbol), i.e. rmerva.
 - d. **Password:** The same password you use to log in to your computer.
 - e. **Description:** This can be whatever you like in order to identify your exchange e-mail account, i.e. [Work Email](#).
2. Hit next, where you may be asked to enter your server information.
 - a. **Server:** The server address you use to log into OWA, if available for your organization. It is in the format [servername.domainname.com](#).
3. Hitting next one last time brings up synchronization options.
 - a. You may choose to synchronize your iPhone with your mail, contacts, or calendars in Exchange. If you do not want it to sync a particular category, simply make sure it is unchecked
4. Save.

The following shows some images for setting up Exchange on an iPhone that may make the setup easier: <http://support.apple.com/kb/HT2480>.

Droid

1. Go into e-mail, click the menu button, and choose "Accounts".
2. On the bottom of the screen, there should be an option which says "Add Account".
3. Within the email setup screen, enter in your credentials.
 - a. **Email:** This is your full email address, i.e. rmerva@avrem.com.
 - b. **Password:** The same password you use to log in to your computer.
4. Choose next, and then select that this account is an Exchange account.
5. It will then ask for exchange server settings:
 - a. **Domain\Username:** Call for your domain information. "Domain" does not necessarily mean your website URL. Your username will be the first part of your e-mail before the @ symbol.
 - b. **Password:** This is the password you use to log into your e-mail.
 - c. **Exchange Server:** This is the web address you go to when logging into your Office Outlook Web Access. The "https://" or "/owa" may not be necessary.
<https://exchange.company.com/owa>
6. The remaining steps provide optional preferences.

Blackberry

1. Go into e-mail, click the menu button, and choose "Options".
2. Scroll down to Email Account Management, allow it to check for updates, and then choose "Set up another email account".
3. Within the email setup screen, choose Other.
 - a. **Email:** This is your full email address, i.e. rmerva@avrem.com.
 - b. **Password:** The same password you use to log in to your computer.
4. With the above credentials, it may not be able to find the server, so you must choose to enter the details in manually by clicking "I will provide the settings".
 - a. Choose Outlook Web Access (Exchange) as the e-mail type.
 - b. **Email:** This is your full email address, i.e. rmerva@avrem.com, this setting may be populated already.
 - c. **Password:** The same password you use to log in to your computer, same as above.
 - d. **Outlook Web Access URL:** This is the web address you go to when logging into your Office Outlook Web Access. Use the format <https://exchange.company.com/owa>.
 - e. **Username:** Most of the time this is the same as your email address (before the @ symbol), i.e. rmerva.
 - f. **Mailbox Name:** Same your username.