

Adding University Email to Cellular Phones

When adding University email to a new device, the steps are very simple. Follow along below and give us a call at x3535 if you have any questions.

## iPhone:

- Open Settings
- Open Mail, Contacts, Calendar



➤ You are adding an Exchange account iPod <sup>©</sup> 4:06 PM

Mail Add Account	
Microsoft <sup>*</sup> Exchange	¢
mobileme	
G <b>™</b> ail	
YAHOO! MAIL	
AOL	
Other	

• Password should be pre-populated, but will be your WSU ID password

AT&T	7/13 - 5:47	51 % 💻
Cancel	Exchange	Done
Email	mywsuid@wic	hita.edu
Server	exchange-01.ad.	wichita
Domain	ad	
Username	a123b234	
Password	•••••	
Description	WSU Exchang	je
Use SSL	C	

- o Hit done and save
- You should be able to then choose how many days you want to sync, font size, etc

- Click Add Account
- You will enter your email and password, then click set up manually
  - The server name is mail.wichita.edu
  - o Domain is ad
  - Username is your WSU ID
- I For further questions or information, contact us as 316-978-3535 or telecomservices@wichita.edu.

## Samsung

- Open settings (pull down notification bar and touch gear wheel or go to settings app)
- > Tap Accounts and Backup



- Accounts
- $\circ$  Exchange
- $\circ$   $\;$  Enter email and click manual setup  $\;$
- Select Exchange
- $\circ$   $\;$  Enter your password and click next  $\;$
- Domain should be ad\WSU ID
- o Server mail.wichita.edu