

## MARIAN UNIVERSITY E-Mail Setup FOR *Smart Phones*

If there are contacts on your Smart Phone which you have not yet put into your Outlook, you should do so before starting. This procedure could wipe out all the phone contacts replacing them with the Outlook contacts.

Use the following sequence for **iPhones** and Apple devices:

SETTINGS. Choose EXCHANGE Setup

E-Mail Address: MyEMail@Marian.edu where “MyEMail” is your Marian E-Mail Account.

E-Mail Server: exchange.marian.edu. Marian University Exchange Server.  
If there isn't a place to type this in now, it will be presented later.

Domain: MARIAN\_ADMIN – It can be lower case but the underscore must stay.

Account Name/ID: *MyEMail*. Your Marian E-Mail Account.

Password: Your Marian E-Mail password.

Select NEXT or SAVE or OK.

If the Settings did not ask for the E-Mail or Exchange Server, it will now. Type exchange.marian.edu.

Select NEXT or SAVE or OK.

If you are asked about a certificate, choose OK or CONTINUE.

You should now get a choice on whether to synchronize MAIL, CONTACTS, CALENDARS. This will allow your contact and calendar items on your Outlook to sync with your smart phone and vice versa.

You should get a choice for replacing or keeping existing phone contacts, which you usually want to respond “Keeping”.

Your Smart Phone will likely take a couple minutes to synchronize everything and get your most current E-Mail downloaded to your Smart Phone.

Once this is complete, every inbound e-mail will come to your Smart Phone and every E-Mail you send will show up on your Outlook. Any changes you make to your Smart Phone Contacts or Smart Phone Calendar will also be made on your Outlook E-Mail Account, and vice versa.

Use the following sequence for **BlackBerry** and other SMART Phones:

SETTINGS. Choose EXCHANGE Setup

Name: MUSTUDENT  
SSID: MUSTUDENT

Band Type: 802.11 b/g/n

Security Type: PEAP

E-Mail Address: MyEMail@Marian.edu, where “MyEMail” is your Marian E-Mail Account.

User Name: *MyEMail*. Your Marian E-Mail Account – the part before the @.

User Password: Your Marian E-Mail password.

CA Certificate: us.cingular.midp20.fulltrust (just pick one from the dropdown list).

Inner Security: EAP-MS-CHAP v2

Disable Server Certificate (check mark this item).

Auto obtain IP address and DNS (check mark this item)

Server Subject: exchange.marian.edu – Marian University Exchange Server.

Server SAN: MARIAN\_ADMIN – (It can be lower case but the underscore must stay)

Select NEXT or SAVE or OK.

If the Settings did not ask for the E-Mail or Exchange Server, it will now. Type exchange.marian.edu.

Select NEXT or SAVE or OK.

You should now get a choice on whether to synchronize MAIL, CONTACTS, CALENDARS. This will allow your contact and calendar items on your Outlook to sync with your smart phone and vice versa.

You should get a choice for replacing or keeping existing phone contacts, which you usually want to respond “Keeping”.

Your Smart Phone will likely take a couple minutes to synchronize everything and get your most current E-Mail downloaded to your Smart Phone.

Once this is complete, every inbound e-mail will come to your Smart Phone and every E-Mail you send will show up on your Outlook. Any changes you make to your Smart Phone Contacts or Smart Phone Calendar will also be made on your Outlook E-Mail Account, and vice versa.