

IT DEPARTMENT

User manual
Samsung: Email set up

User manual

A guide on how to install the
exchange email client on a
Samsung

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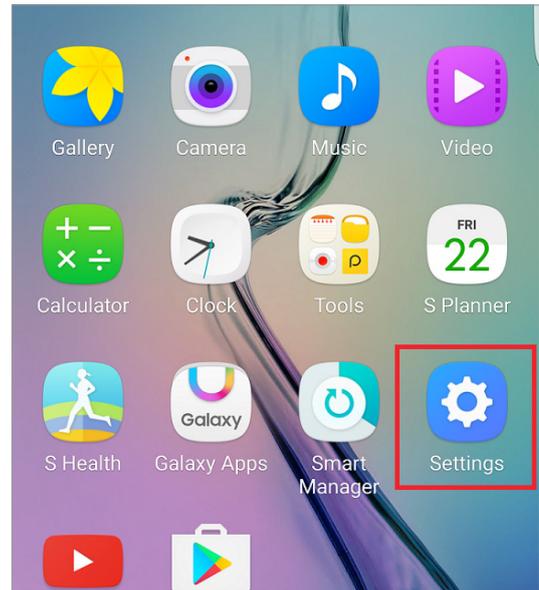
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1

**Sync with
Exchange**

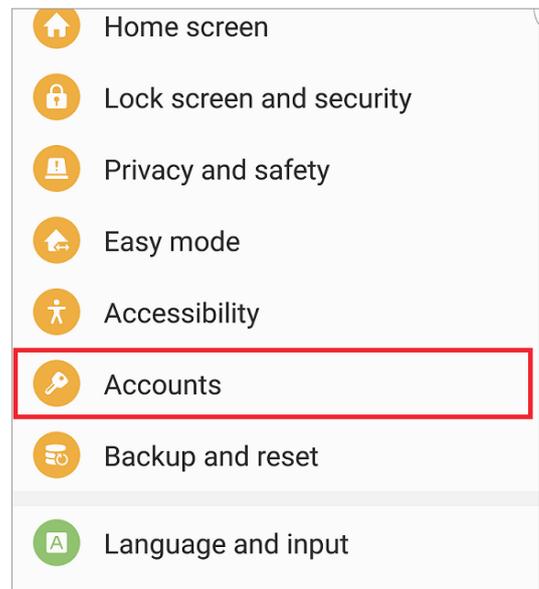
1.1

Go to your "settings"



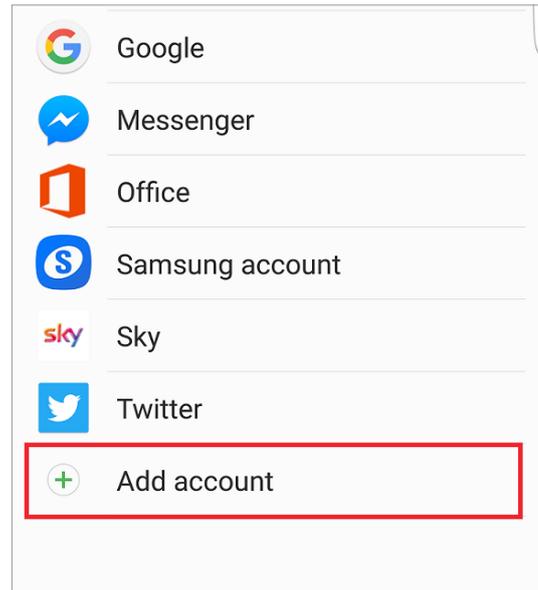
1.2

Then enter "accounts"



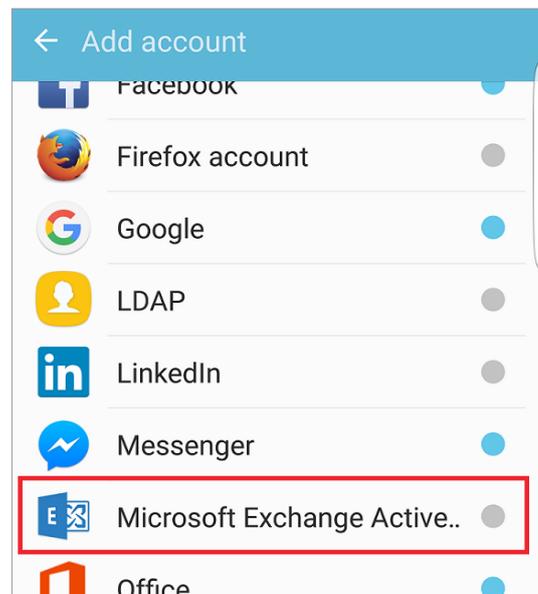
1.3

Scroll to the bottom and click "add account"



1.4

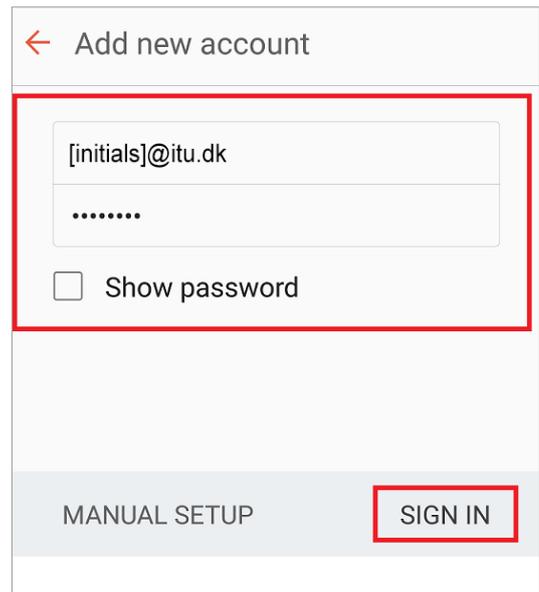
Select "Microsoft Exchange Active Sync"



1.5

Enter your ITU initials followed by @itu.dk and enter your ITU password

Then click "sign in"



← Add new account

[initials]@itu.dk

.....

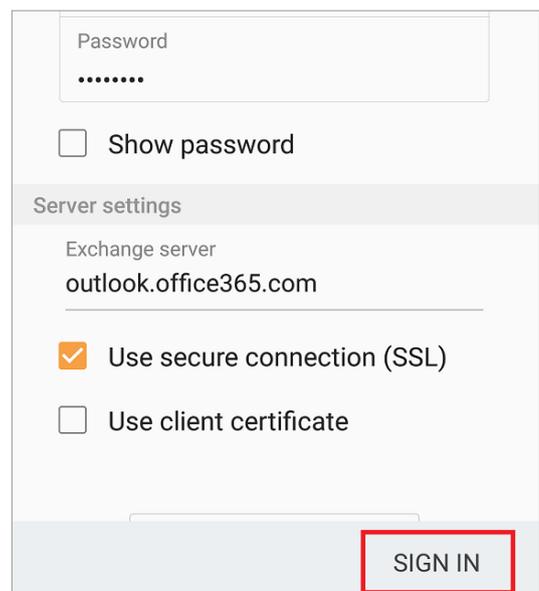
Show password

MANUAL SETUP SIGN IN

1.6

Your phone should automatically detect server details

When it's done, click "sign in"



Password

.....

Show password

Server settings

Exchange server
outlook.office365.com

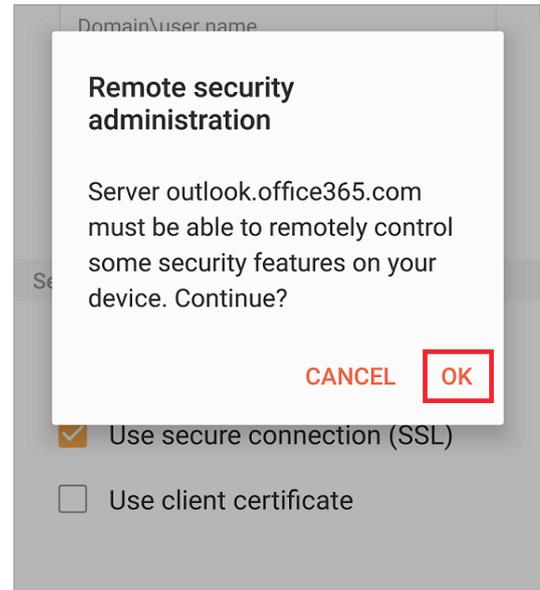
Use secure connection (SSL)

Use client certificate

SIGN IN

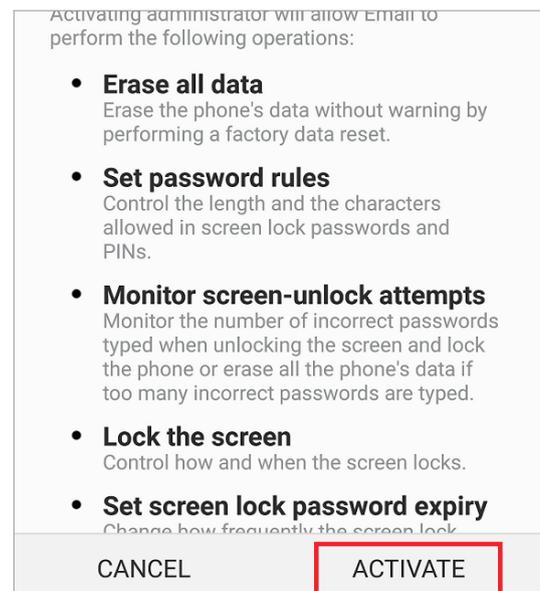
1.7

Your device may request the server outlook.office365.com has "remote security administration", if so click "ok"



1.8

Now select "activate" to finish the sync



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