IT DEPARTMENT

User manual Samsung: Email set up

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User manual

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

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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"



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

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



Now select "activate" to finish

the sync

Activating administrator will allow Email to perform the following operations:

- Erase all data Erase the phone's data without warning by performing a factory data reset.
- Set password rules Control the length and the characters allowed in screen lock passwords and PINs.
- Monitor screen-unlock attempts Monitor the number of incorrect passwords typed when unlocking the screen and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- Lock the screen Control how and when the screen locks.
- Set screen lock password expiry
 Change how frequently the screen lock
 CANCEL ACTIVATE

1.8

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