Exchange ActiveSync

Exchange ActiveSync is a synchronization method that uses direct push technology to ensure changes in Email, Contacts, Calendars, Tasks and Notes are automatically recorded in both the Outlook and the mobile device in real time.

Exchange ActiveSync is the only technology that allows true Push Email with mobile devices for real time notification of email.

Exchange ActiveSync is supported on most mobile devices on the market, including Apple iPhone and iPad, BlackBerry, Google Android, Motorola, Nokia, HP WebOS and Windows Phones.

iPhone and iPad

To set up your iPhone to access Exchange ActiveSync, follow these steps:

1. On your iPhone's home screen, tap **Settings**.
2. Tap **Mail, Contacts, Calendars**.
3. Tap **Add Account**.
4. Tap **Microsoft Exchange**.
5. Complete the following required fields:
    1. Email (John.Smith@utoronto.ca)
    2. Domain name (Medicine)
    3. Username UTOR ID
    4. Password: email password
    5. Description (Exchange Email)
6. Tap **Next**.
7. After a moment, the iPhone will ask for the server information.
   Enter the server: Mail.med.utoronto.ca Tap **Next**.
8. The iPhone will display a list of collaboration items to sync with Exchange ActiveSync such as Email, Contacts, Calendars, Tasks and Notes. Choose from the list and tap **Done** to initiate the first sync.

Andriod

Follow these steps to connect your Android device to SmarterMail via Exchange Activesync:

1. On your Android device, navigate to the settings menu.
2. Click **Accounts & Sync**.
3. Click **Add Account**.
4. Click **Corporate**.
5. Enter your email address (John.Smith@utoronto.ca) and your password and click **Next**.
6. In the Domain\Username field, enter your username and domain using the following format: (Medicine\UTOR ID)
7. Your password should be entered next.

8. In the Server field, enter the Server: (Mail.med.utoronto.ca)
9. Click **Next** and configure your personal preferences for the frequency and amount of data to synchronize.
10. Click **Next** again, and configure your name as well as the connection name and click **Done**.

Your Android powered device is now setup to synchronize data using Exchange Activesync

Windows Phone

1. From the home screen, push the arrow in the upper right corner, and go to **Settings**.
2. Under the **System** tab, select **email & accounts**.
3. Select **add an account**.
4. Select **Outlook**.
5. Enter your email address and password and click **Sign In**.
   (John.Smith@utoronto.ca)
6. You will then be brought to a page to check your information and try again. Your e-mail address and password should be populated. If not, fill these in. Change your username to your e-mail address, and enter Domain (Medicine), then hit **Sign In** again.
7. You will then receive a screen that says, "We couldn't find our settings." Click **Advanced**.
8. The email address, password and username fields should be populated. If they are not, please fill these in. Enter the domain field (Medicine), and Click **Sign in**.
9. You will be brought back to the e-mail & accounts menu. To verify your account has been added, look for the account on this list.

Your Windows Phone device is now setup to synchronize data using Exchange Activesync.

Outlook 2013

To set up Outlook, do the following:

1. Open up Outlook 2013 and click on the File tab.
2. Click **Add Account**.
3. Click the radio button next to **Manual setup or additional server types**.
4. Click Next.
5. When presented with the Choose Service screen, select **Outlook.com or Exchange ActiveSync compatible servic**e.
6. Click Next.
7. Enter your user (Utor ID), server: (Mail.med.utoronto.ca) and logon information (Medicine\utorid). Be sure to use the full email address for the E-mail Address (John.Smith@utoronto.ca).
   Your mail server address will be server: (Mail.med.utoronto.ca)
8. Click Next.
9. Outlook will automatically test your account settings. When the connection is successful you simply need to close the Test Account Settings pop up and your account is created!
10. Click Finish to complete the setup of your E-Mail account in Outlook 2013

BlackBerry Z10 & Q10

Follow these steps to setup your BlackBerry:

1. **Find "Microsoft Exchange ActiveSync"**

- On the home screen, swipe down from the top of the screen.
- Tap Settings > Accounts.
- Tap the type of account that you want to add. Microsoft Exchange ActiveSync
- Enter the account information below and tap next.

2. **Enter the following info**

- Description: Exchange Email.
- Domain: Medicine
- User Name: Active Directory login ID. You may need to type in medicine\UTORID
- Email: John.Smith@utoronto.ca
- Password: (This is the active directory password)
- Server: Mail.med.utoronto.ca
- Use SSL: yes

Tape Next and follow the prompts.