



Configuring an Apple iPhone / iPod Touch / iPad Device's

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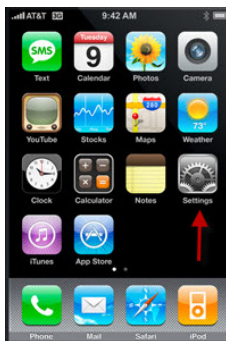
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Exchange (ActiveSync) Configuration

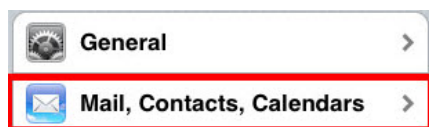
For additional information on configuring Exchange on your iPhone/iPod Touch/iPad, visit Apple's web site at <http://support.apple.com/kb/HT2480>

To add your RU e-mail account:

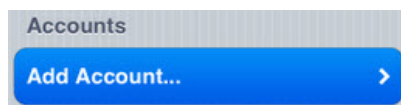
1. Ensure the device has Internet access
2. Tap **Settings** from the home screen



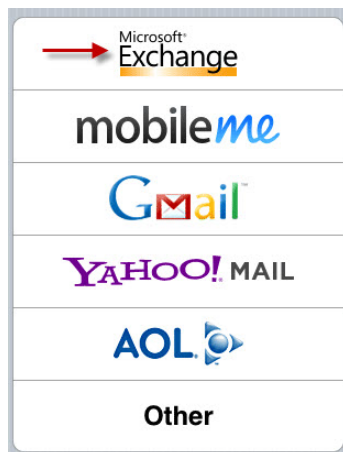
3. Tap **Mail, Contacts, Calendars**



4. Tap **Add Account...**



5. Tap **Microsoft Exchange**



6. New Account information window opens:
 - a. Enter your RU e-mail address (username@rockefeller.edu) in the **Email** field
 - b. Enter **rockefeller.edu** in the **Domain** field
 - c. Enter your RUNet username in the **Username** field
 - d. Enter your RUNet password in the **Password** field
 - e. Enter the description such as Exchange or Rockefeller E-mail in the **Description** field



The screenshot shows the 'Exchange' configuration window with the following fields filled in:

- Email:** username@rockefeller.edu
- Domain:** rockefeller.edu
- Username:** username
- Password:** [masked with dots]
- Description:** Rockefeller E-mail

7. Tap **Next**
8. Enter **rumail.rockefeller.edu** in the **Server** field, if it's not auto filled



The screenshot shows the 'Exchange' configuration window with the following synchronization options:

- Mail:** ON
- Contacts:** ON
- Calendars:** ON
- Reminders:** ON

9. Tap **Next**

To automatically synchronize any changes made to your Contacts, Calendars or Mail, on your device to the server automatically select **On** for these services. Your local e-mail client (Outlook or Entourage) must be configured to use the full Exchange protocol.

Note that after configuring an Exchange ActiveSync account, all existing contact and calendar information on the device may be overwritten. Additionally, iTunes no longer syncs contacts and calendars with your desktop computer.



The screenshot shows the 'Exchange' configuration window with the following synchronization options:

- Mail:** ON
- Contacts:** ON
- Calendars:** ON

10. Tap **Save**

11. To access your account, from your Home window, select **Mail**

Note: By default, only the last 3 days of e-mail will be synced. To change the setting:

- Tap **Setting**
- Tap **Mail, Contacts, Calendars**
- Tap **your e-mail profile**
- Tap **Mail days to sync**
- Tap **your selection**
- Press the **Home** button to exit

IMAP Configuration:

Users who currently use Mail (Mac), Outlook 2003/2007 (PC), Outlook Express (PC) or Windows Mail (PC) may sync their e-mail settings using iTunes. See Apple's document on how to sync using iTunes at http://support.apple.com/kb/HT1386?viewlocale=en_US. After syncing using iTunes, users should confirm the settings on the iPhone are correct and are using the port numbers and SSL being enabled:

IMAP (incoming server): Port 993 (IMAP)

SMTP (outgoing server): Port 587

Note: Syncing email account settings to iPhone, iPod Touch or iPad copies the email account setup, not the messages themselves. Whether the messages in your inbox appear on your device and your computer depends on the type of e-mail account you have and how it's configured. You may need to enter your password on the device after syncing account settings.

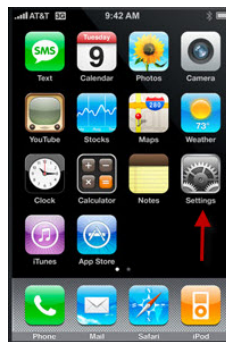
Manually adding your RU e-mail account:

Note: Users who receive e-mails that are digitally signed, such as e-mail alerts sent from Information Technology (IT_Alert), may receive them with corrupt text in the body of the message:

-----=_NextPart_000_00B2_01C9D2DB.B650CFF0Co

Non-digitally signed e-mail messages are displayed normal. Such messages are also displayed normal when viewing them on a computer and Outlook Web Access or having the device configured using ActiveSync (Exchange), as outlined above.

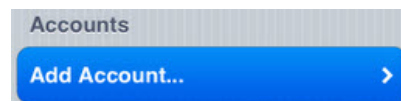
1. Ensure the device has Internet access
2. Tap **Settings** from the home screen

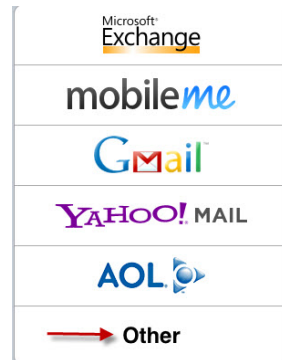


3. Tap **Mail, Contacts, Calendars**



4. Tap **Add Account...**



5. Tap **Other**

6. New Account information window opens:
 - a. Enter our name in the **Name** field
 - b. Enter your RU e-mail address (username@rockefeller.edu) in the **Address** field
 - c. Enter your RUNet password in the **Password** field
 - d. Enter the description such as Rockefeller E-mail in the **Description** field
7. Tap **Save**

A screenshot of the 'New Account' window. The title is 'Enter your account information' with a 'Cancel' button on the left and a 'Save' button on the right (circled in red). The form contains four rows: 'Name' with the value 'John Doe', 'Address' with 'jdoe@mail.rockefeller.edu', 'Password' with ten dots, and 'Description' with 'Rockefeller E-mail'.

8. Tap **IMAP** tab
 - a. For differences between IMAP vs POP accounts, go to:
<http://it.rockefeller.edu/index.php?page=emailproject.faq.popvsimapvsmapi>
9. Incoming Mail Server section:
 - a. Enter **rumail.rockefeller.edu** for the **Host Name** field
 - b. Enter your RUNet username in the **User Name** field
 - c. Enter your RUNet password in the **Password** field

A screenshot of the 'Incoming Mail Server' section. It has a title bar 'Incoming Mail Server' and three rows: 'Host Name' with 'rumail.rockefeller.edu', 'User Name' with 'jdoe', and 'Password' with ten dots.

10. Outgoing Mail Server section:
 - a. Enter **smtp.rockefeller.edu** for the **Host Name** field
 - b. Enter your RUNet username in the **User Name** field
 - c. Enter your RUNet password in the **Password** field

Outgoing Mail Server

Host Name smtp.rockefeller.edu

User Name jdoe

Password

11. Tap **Save** button. Your account will be verified and you will be returned to the Mail settings screen. (Your device may automatically modify your Host Name during the verification process.)
12. Users may get prompted to connect
13. Tap the newly created account from the account list



14. Tap **Advanced** to configure/verify additional settings

Advanced >

In the **Incoming Settings** section, ensure that:

- a. **Use SSL** is set to **On**
- b. **Authentication** is set to **Password**
- c. **Server Port** is set to 993 (IMAP)

15. Tap your RU e-mail profile name (upper left hand corner) to go back one screen



16. Tap **smtp.rockefeller.edu** to access the **Outgoing Mail Server** settings
17. If you have more than one SMTP/Outgoing server listed, tap smtp.rockefeller.edu server
18. Ensure that:
 - a. **Use SSL** is set to **On**
 - b. **Authentication** is set to **Password**
 - c. **Server Port** is set to 587