

GUIDE FOR ALUMNI EMAIL CONFIGURATION FOR IPHONE / IPAD

IT SERVICES, ALFAISAL UNIVERSITY

1. Press the Menu button and tap Settings.



2. Tap Mail, Contacts, Calendars under Settings and tap Add Account... under Accounts.

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Settings	mail, contacts, calendars	
Airplane Mode OFF	Accounts	
Wi-Fi Connected	generation of the second second second	>
VPN VPN Not Connected	Mail, Calendars, Notes	
Notifications On	Mail, Notes	-
Location Services On	Add Account	>
Brightness & Wallpaper	Fetch New Data	B B
Picture Frame	Tap "Mail, Tap "Add Contacts, Account	". T
General	Calendars 50	_
Mail, Contacts, Calendars	Preview 2 Lin	es >
Safari	Minimum Font Size Medi	- m

3. Tap Microsoft Exchange under Add Account...

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Settings		Mail, Contacts	Add Account	
Airplane Mode	OFF			
wi-F Tap "Microsoft Exchange"			Exchange	
VPN Not Cor	nnected		mobileme	
Location Services On			Gmail	
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General			Aol.	
Mail, Contacts, Calendars		Other	Other	
🖌 Safari	Safari			

- 4. In the *Exchange* dialog box:
 - A. Enter your e-mail address (e.g. itsupport@alumni.alfaisal.edu) in the Email field.
 - B. Enter your e-mail address (e.g. itsupport@alumni.alfaisal.edu) in the Username field.
 - C. Enter your E-mail ID password in the Password field.
 - D. Enter "Alfaisal Alumni" in the Description field.

NOTE: You can use any short name that's meaningful to you, such as "Alfaisal Alumni e-mail".

E. Tap **Next** in the upper right corner.



5. Tap **Next** in the upper right corner of the *Exchange* dialog box.

NOTE: If your iOS device is unable to automatically locate the correct Alfaisal Alumni server name, please enter "pod51013.outlook.com" in the "Server" field.



- In the Exchange Account dialog box:
 A. Choose the type of information you want to synchronize.
 NOTE: By default, Mail, Calendar, and Contacts are all turned on. You can turn off synchronization for any of these.
 - B. Tap **Save** in the upper right corner

Cancel	Exchange Account	Save	
💟 Mail	Select your	ON	B
L Contacts	options	OFF	Tap "Save"
Calendars	[ON	

Push the **Home** button on your device, and tap **Mail** to confirm that you've set up your Alfaisal Alumni Email account.

If you have questions, or need assistance, please contact the IT Services http://itsupport.alfaisal.edu/portal