

عمادة تقنية المعلومات و التعليم عن بعد

IT & DISTANCE LEARNING DEANSHIP

Email Configuration Manual

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Intro

SAU University implemented internal and external email system based on Microsoft Exchange 2010 Server, Exchange Server has many client which is depending on the communication method such as MAPI,IMAP4,POP3 and Exchange Active sync this document demonstrate how to configure Email account.

Setting up Outlook E-mail for IMAP

Go to start menu and open Microsoft outlook

Microsoft Outlook 2010 Startup	the second se	X
	Microsoft Outlook 2010 Startup Welcome to the Microsoft Outlook 2010 Startup Wizard, which will guide you thr process of configuring Microsoft Outlook 2010.	ough the
	<back next=""></back>	Cancel
Account Configuration		X
E-mail Accounts		×
You can configure Outlook t other E-mail server. Would t @ Yes No	connect to Internet E-mail, Microsoft Exchange, or ou like to configure an E-mail account?	

Choose Manual configure.

Auto Account Set Connect to othe		
🔿 E-mail Account		
Your Name:	mtest	
	Example: Ellen Adams	
E-mail Address;	mtest@sau.edu.sa	
	Example: ellen@contoso.com	
	J (SMS)	
🔿 Text Messaging		
 Text Messaging Manually config 	jure server settings or additional server types	

< Back Next Cancel

Choose Internet E-mail to add your account

Choose Service			×
Internet E-mail			
and a second	MAP server to send and receive e-	mail messages.	
Microsoft Exchan	ge or compatible service		
		ts, faxes and voice mail messages.	
Text Messaging ('SMS)		
	messaging service.		
		< Back Next	Cancel

- Your Name field type your display name which is will appeared to the recipients.
- Email Address: type your mail for example xyz@sau.edu.sa.
- Account Type IMAP
- Incoming and outgoing: webmail.sau.edu.sa
- Logon Information type user name only and password then choose More settings..

User Information		Test Account Settings
'our Name:	User	After filling out the information on this screen, we
E-mail Address:	Mtest@sau.edu.sa	recommend you test your account by clicking the button below. (Requires network connection)
Server Information		Test Account Settings
Account Type:	IMAP 💌	
incoming mail server:	webmail.sau.edu.sa	Test Account Settings by dicking the Next button
Outgoing mail server (SMTP):	webmail.sau.edu.sa	
logon Information	Ter in a second s	
Jser Name:	Mtest	1
Password:	****	1
V F	Remember password	4)
	Password Authentication (SPA	

Choose Outgoing Server tab then check

My Outgoing server (SMTP) requires authentication

General	Sent Items	Deleted Items
Outgoing Server	Connection	Advanced
Log on using User Name: Password:	Remember password	
🛄 Require Secu	ire Password Authentica	tion (SPA)
Require Secu		tion (SPA)
Require Sec.		tion (SPA)
Require Sec.		tion (SPA)
Require Sec.		tion (SPA)

After checking go to **Advanced** tab and check

Incoming Server (IMAP) 993

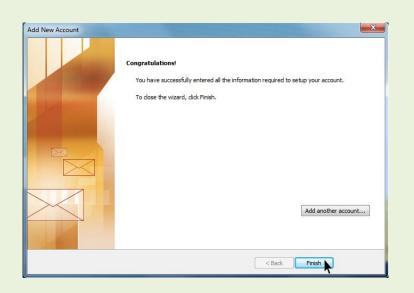
Use the following type of encrypted connection: SSL

Outgoing server (SMTP) 25

Use the following type of encrypted connection: $\ensuremath{\text{TLS}}$ and press $\ensuremath{\text{OK}}$.

Short J Long 1 minute	Consider the connection Connection Connection Connection Connection Connection Connection Connection SSL Control Connection SSL Control Connection SSL Connection	Incoming server (IMAP): 993 Use the following type of en Outgoing server (SMTP): 25 Use the following type of en server Timeouts Short Long olders	Use Da crypted conn crypted conn	ection: S	SL
Incoming server (IMAP): 993 Use Defaults Use the following type of encrypted connection: SSL Outgoing server (SMTP): 25 Use the following type of encrypted connection: ILS erver Timeouts Short U Long 1 minute olders	Incoming server (IMAP): 993 Use Defaults Use the following type of encrypted connection: SSL Outgoing server (SMTP): 25 Use the following type of encrypted connection: ILS erver Timeouts Short U Long 1 minute olders	Incoming server (IMAP): 993 Use the following type of en Outgoing server (SMTP): 25 Use the following type of en Verver Timeouts Short Long olders	crypted conn	ection: S	
Use the following type of encrypted connection: SSL Outgoing server (SMTP): 25 Use the following type of encrypted connection: TLS erver Timeouts Short Jung 1 minute olders	Use the following type of encrypted connection: SSL Outgoing server (SMTP): 25 Use the following type of encrypted connection: TLS erver Timeouts Short Jung 1 minute olders	Use the following type of en Outgoing server (SMTP): 25 Use the following type of en erver Timeouts Short Long olders	crypted conn	ection: S	
Outgoing server (SMTP): 25 Use the following type of encrypted connection: TLS server Timeouts Short June Long 1 minute	Outgoing server (SMTP): 25 Use the following type of encrypted connection: TLS server Timeouts Short June Long 1 minute	Outgoing server (SMTP): 25 Use the following type of en server Timeouts Short Long Folders	crypted conn		
Use the following type of encrypted connection:	Use the following type of encrypted connection:	Use the following type of en ierver Timeouts Short Long folders	25101	ection:	LS
Server Timeouts	Server Timeouts	Server Timeouts Long Short Long Folders	25101	ection:	LS
Short J Long 1 minute	Short J Long 1 minute	Short J. Long	1 minute		
olders	olders	olders	1 minute		
		191871 C.I			
Root folder path:	Root folder path:	Root folder path:			

Click Finish



Setting up Android E-mail for IMAP

Go to All application then choose Email,



- Enter your User name <u>user@sau.edu.sa</u> e-mail address and password.
- Click Manual Setup to continue.
- Click IMAP account for type of account.

Set up email		9:5	59 AM
	ifigure Email just a few st		ost
User@s	au.edu.s	a	
•••••			
Manual setup		Next	

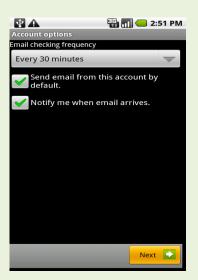
- Username: Enter your Active Directory (AD) username.
- Password: Enter User Name.
- IMAP server: webmail.sau.edu.sa
- Security Type: Select SSL.
- Port: Verity the number changes to 993 after selecting Security Type above.
- Click Next.

	🚺 🛑 2:47 PM
Incoming server settings	-
Username	
user	
Password	
•••••	
IMAP server	
webmail.sau.ec	lu.sa
Port	
993	
Security type	
SSL	$\overline{}$
IMAP path prefix	
Optional	
	Next 💽

- SMTP server: webmail.sau.edu.sa
- Security Type: Select SSL.
- Port: Verity the number changes to 25 after selecting Security Type above.
- Check require sign-in.
- Username: Enter your username.
- Password: Enter your AD password.
- Click Next.

•	🖫 📶 🛑 2:50 PM
Outgoing server settings	
SMTP server	
webmail.sau	.edu.sa
Port	
25	
Security type	
SSL	~
✓ Require sign-in.	
Username	
user	
Password	
•••••	
	Next 💽

- Email checking frequency: Every 30 minutes (recommended).
- Check Send email from this account by default and notify me when email arrives.
- Click Next.



- Click Done.
- Your Inbox will be displayed after Droid mail has fully synched with the Exchange server.



POP3 and Gmail Account

Choose Settings from Gmail

Mohamed A.Bahloul	0 + Share	
1–44 of 44	< > \$ -	
3 with Exchange 2010	Display density: Comfortable Cozy Compact	
	Settings Themes Send feedback Help	
	Арт то	

Choose account tab

General Labels Inbox Accounts Filters Forv	warding and POP/IMAP Chat Web Clips Labs Offline Themes
Change account settings:	Change password Change password recovery options Other Google Account settings
Send mail as: (Use Gmail to send from your other email addresses) Learn more	Add another email address you own
Check mail from other accounts (using POP3): Learn more	Add a POP3 mail account you own

Type your Email address

https://mail.google.com/mail/u/0/?ui=2&ik=081946f7bf&view=ma	습
Add a mail account you own	
Enter the email address of the account to get mail from (Note: You may add 5 more of your accounts)	
Email address: mtest@sau.edu.sa	
Cancel Next Step »	

Make sure to use the following Settings:-

- POP Server : Webmail.sau.edu.sa
- Port : 25
- Leave a copy of retrieved message on the server.
- Always use a secure connection (SSL) when retrieving mail.

	ettings for mtest@sau.edu.sa. <u>Learn more</u>
	ess: mtest@sau.edu.sa
	me: mtest
	ord: ••••
POP Sen	ver: webmail.sau.edu.sa Port: 995 -
	 ✓ Leave a copy of retrieved message on the server. <u>Learn more</u> ✓ Always use a secure connection (SSL) when retrieving mail. <u>Learn more</u>
	☑ Label incoming messages: mtest@sau.edu.sa ▼
	Archive incoming messages (Skip the Inbox)
	Cancel « Back Add Account »
	.
https://mail.goog	le.com/mail/u/0/?ui=2&ik=081946f7bf&view=ma
Vour mail as	ccount has been added.
• Your mail ac	count has been added.
	rieve mail from this account.
	like to be able to send mail as mtest@sau.edu.sa?
Would you also I	he able to send mail as mtest@sau edu sa
Would you also I	be able to send mail as mtest@sau.edu.sa .

Type your Display name and press next.

and the second	address you own	bf&view=cf&cfmf=true&cfa=mtest%
Enter information al	bout your other email addre ress will be shown on mail you send)	·SS.
Name:	Mohamed A.Bahloul	Display Name
	mtest@sau.edu.sa	
	Treat as an alias. Learn more Specify a different "reply-to" ad	ddress (actional)
	Cancel Next St	teresting and a

Select Send through sau.edu.sa SMTP server with port 25 with secured connections using TLS.

Then add account.

Send mail through	your SMTP server?	
or through sau.edu.s		mail can either be sent through Gmai <u>1 more</u>
SMTP Server: Username:	webmail.sau.edu.sa	Port: 25 🔻
Password:	intest	
	 Secured connection usin Secured connection usin 	

After click add account you will receive code to verify your account, go to <u>www.sau.edu.sa</u>

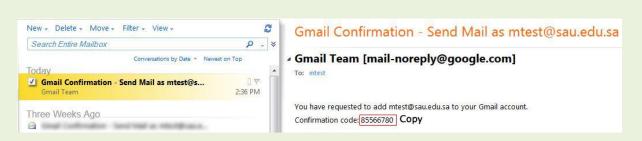
Then copy the code from Google as following



Type user name and password.

This is a private computer	
Use the light version of Outlook Web App	
User name: mtest	
Password:	
	_

Open Message from Google and copy the code



Then paste the code to your Google mail

https://mail.google.com/mail	l/u/0/?ui=2&ik=081946f7bf&view=cf&cfmf=true&cfa=mtest% 🏠
Add another email addr	ess you own
Confirm verification and a	dd your email address
Just one more step!	fully located your other server and verified your credentials. code was sent to mtest@sau.edu.sa . [<u>Resend email]</u> lo one of the following:
Click on the link in the confirmation email	I Enter and verify the confirmation OR code I 85566780 Paste Verify
	Close window

After press verify the account should be added if you try to send new message you will find a new item added to from field as follow :-

and a feature of the feature of the
ار
Mohamed A.Bahloul <mtest@sau.edu.sa></mtest@sau.edu.sa>

Microsoft Exchange Active sync with iPhone

- Select **Mail** from the main window.
- Select Settings, then Mail, Contacts, Calendar, and Add Account.



Select Microsoft Exchange.



- Enter your **Mtest e-mail address** in the Email field.
- Enter **sau.edu.sa** in the Domain field as shown in the image.
- Enter your Active Directory (AD) username in the Username field.
- Enter your **AD password** in the Password field.
- Enter your **Mtest e-mail address** in the Description field.
- Click Next.

_	Exchange
Email	Mtest@sau.edu.sa
Domain	sau.edu.sa
Username	Mtest
Password	•••••
Description	Mtest@sau.edu.sa

- Enter **webmail.sau.edu.sa** in the Server field if you use the central Exchange server. Contact your system administrator if your department uses a different server.
- Click Next.

	Exchange
Email	Mtest@sau.edu.sa
Server	webmail.sau.edu.sa
Domain	sau.edu.sa
Jsername	Mtest
Password	*****
Descriptior	Mtest@sau.edu.sa

- Select the features to synchronize with your Exchange account. Once you've made your choices, you will go directly to the next screen.
- Select whether to keep or delete your existing contacts. Click Done. Your iPhone / iPad will begin to sync.

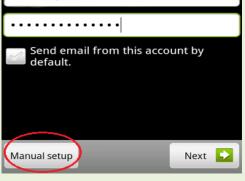
Cancel	Exchange		Don
	Exenange		
Mail	[ON	
Contacts	(ON	
Calendars	i (ON	

Microsoft Exchange Active sync with Android

- 1. On Android device, open Email app.
- 2. Enter the email address and password.
- 3. Tap on Manual setup.



Mtest@sau.edu.sa



4. Select **Exchange** as type of account.



5. Configure the following information for Server settings:

Server: webmail.sau.edu.sa

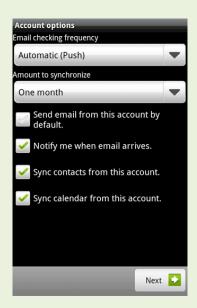
Username: Username@sau.edu.sa Use secure connection (SSL): Enable Accept all SSL certificates: Enable

Tap **Next** when done.

Server settings Domain\Username		
Mtest@sau.edu.sa		
Password		
Server		
webmail.sau.edu.sa		
Vse secure connection (SS	iL)	
Accept all SSL certificates		
android		
	Next	

6. You can then configure various Account options for the just added Hotmail account. To enable push email, set **Email check frequency** to **Automatic (Push)**.

Tap Next when done.



Note: If your mobile phone is running on Android version 2.1 or below, do not sync contacts and calendar which is not fully compatible with older versions of Android.

7. Enter a name for the account, such as Hotmail or Windows Live Hotmail, and tap Done.

Set up email	
Your account is set up, and its way! Give this account a name (optional)	email is on
Sau Mail	
	Done

New incoming emails will have notification alerts appear in the notification bar and/or through sound alerts.

How to change accessibility view in Exchange OWA :-

1- Go to Options.

Outlook Web App	Type here to search Entire Mailbox	Dptions Sign out
🚖 Mail	🟫 New Message 🎦 Move 🗙 Delete 👼 Junk 🍰 🖂 😅	₩ 4 P M
Calendar	📍 🖂 🖉 🔲 From Subject	Received Size 🔺
Search Contacts	من الموبيل 🛛 محمد احمد بهلول 🗐 🖻	1/31/2013 4:42 PM 718 B
	mohammad amin test1	1/30/2013 10:43 PM 801 B
Deleted Items (3)	🖻 🥅 mohd jariri test2	1/30/2013 11:41 PM 840 B
Drafts [8]	تقریر شهر ربیع الثانی 👘 📖 🖻	2/2/2013 3:16 PM 868 B
Inbox (2)	🖻 🔲 Eyas Yaghi create restore point	12/26/2012 9:59 AM 873 B
Sent Items	🖻 🔲 Eyas Yaghi create restore point	12/26/2012 9:59 AM 873 B

2- Go to accessibility options > then clear Use the blind and low vision experience box > then Save you setting and re-login to your mail.

