عمادة تقنية المعلومات و التعليم عن بعد

IT & DISTANCE LEARNING DEANSHIP

Email Configuration Manual

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21th of April 2013

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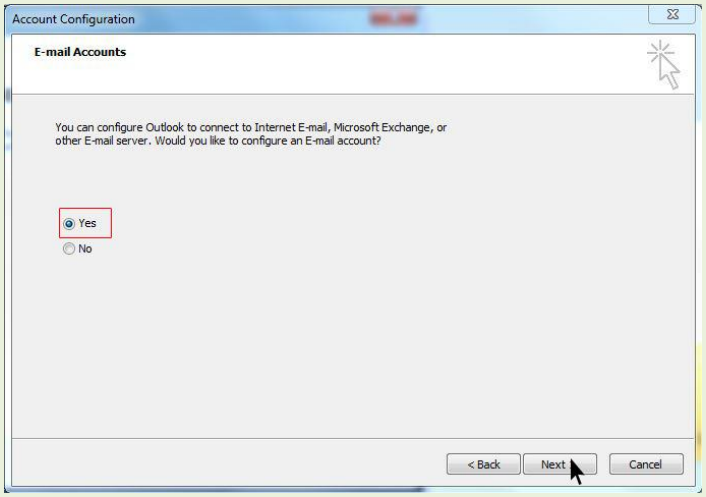
Intro

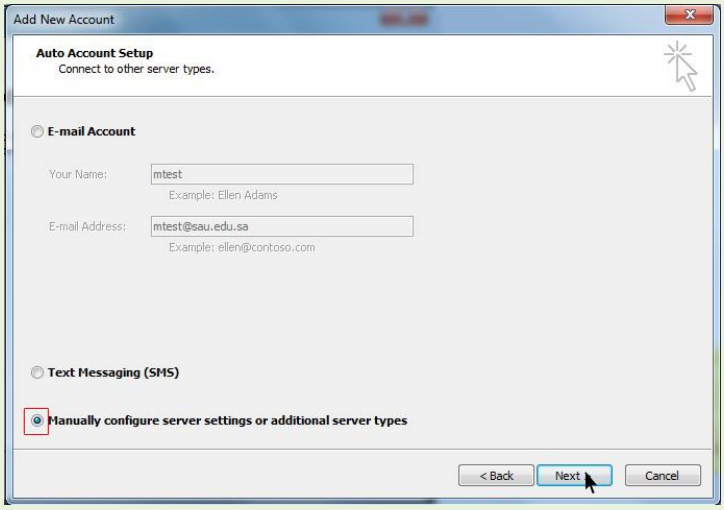
SAU University implemented internal and external email system based on Microsoft Exchange 2010 Server , Exchange Server has many client which is depending on the communication method such as MAPI,IMAP4,POP3 and Exchange Active sync this document demonstrate how to configure Email account .

Setting up Outlook E-mail for IMAP

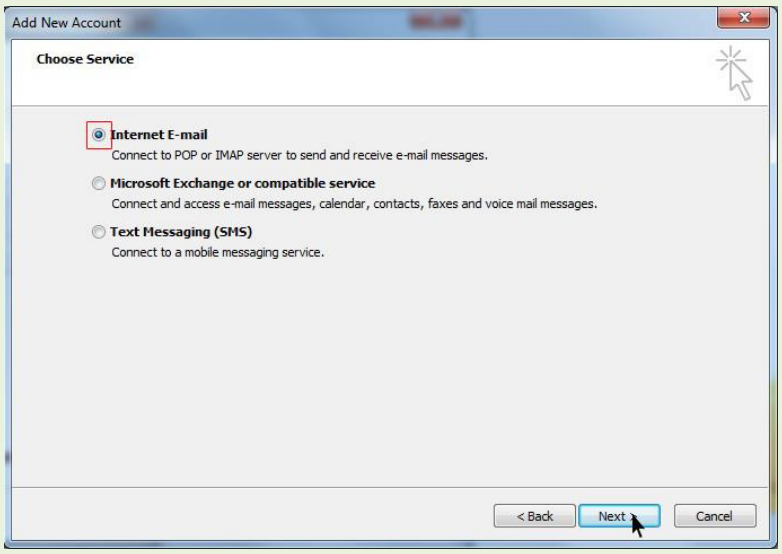
Go to start menu and open Microsoft outlook



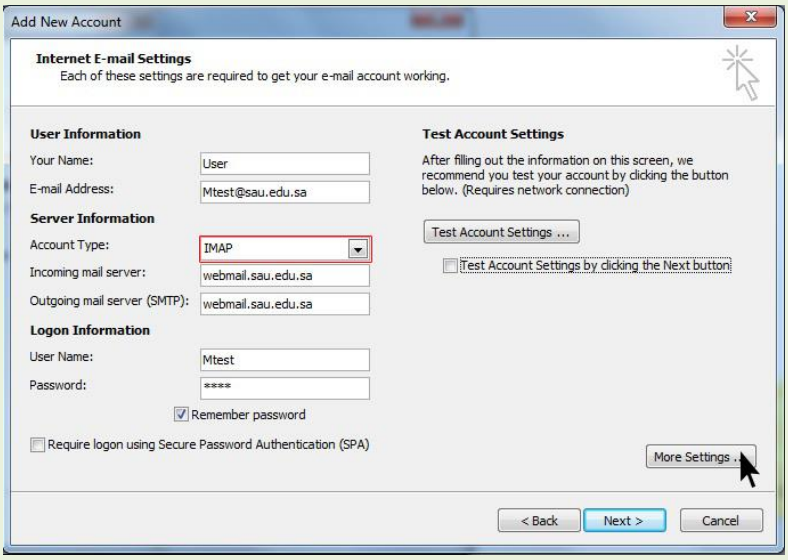
Choose Manual configure.



Choose Internet E-mail to add your account

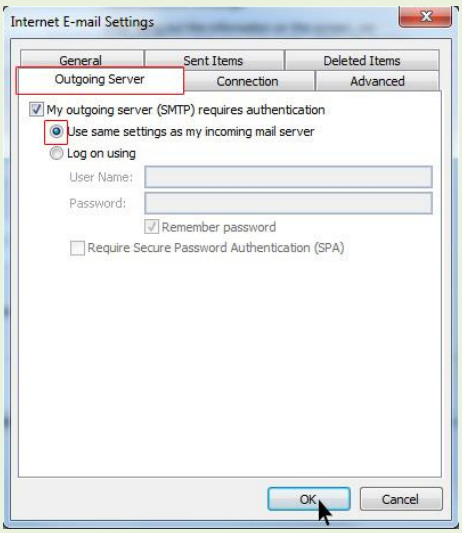


- **Your Name** field type your display name which is will appeared to the recipients.
- **Email Address**: type your mail for example xyz@sau.edu.sa.
- **Account Type** IMAP
- **Incoming and outgoing**: webmail.sau.edu.sa
- **Logon Information** type user name only and password then choose **More settings**..



Choose **Outgoing Server** tab then check

My Outgoing server (SMTP) requires authentication



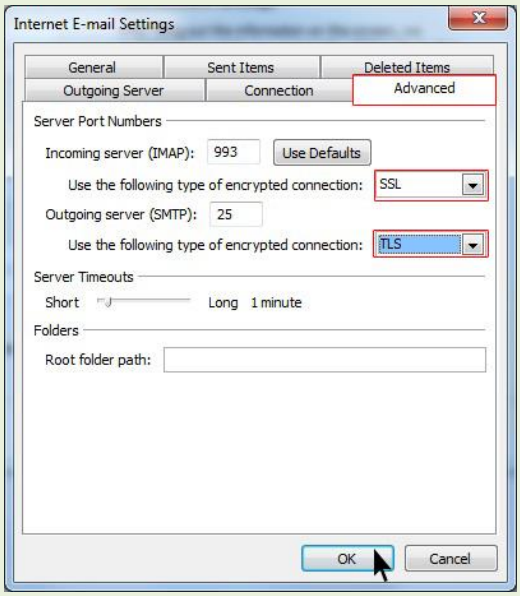
After checking go to **Advanced** tab and check

Incoming Server (IMAP) **993**

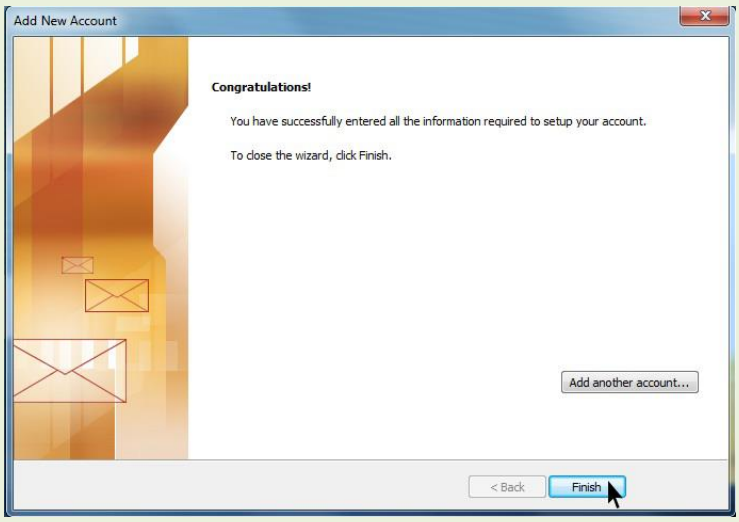
Use the following type of encrypted connection: **SSL**

Outgoing server (SMTP) **25**

Use the following type of encrypted connection: **TLS** and press **OK .**

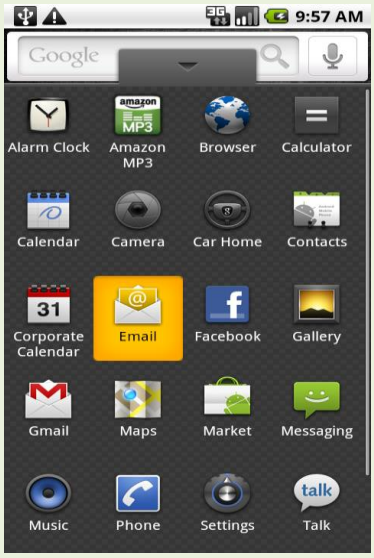


Click Finish


Add New Account
Congratulations!
You have successfully entered all the information required to setup your account.
To close the wizard, click Finish.
Add another account...
< Back
Finish

Setting up Android E-mail for IMAP

Go to All application then choose Email,

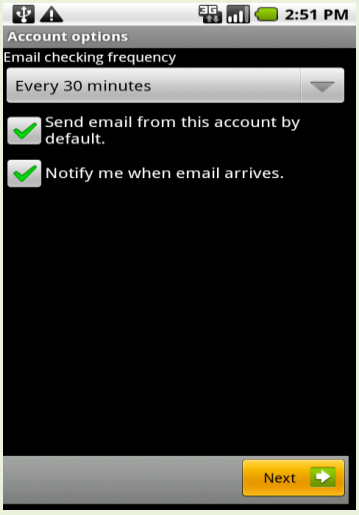


- Enter your User name **user@sau.edu.sa** e-mail address and password.
- Click Manual Setup to continue.
- Click IMAP account for type of account.

- 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.

- 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.

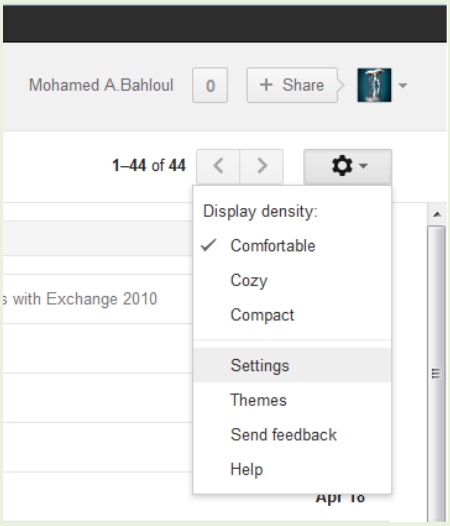
- Email checking frequency: Every 30 minutes (recommended).
- Check Send email from this account by default and notify me when email arrives.
- Click Next.



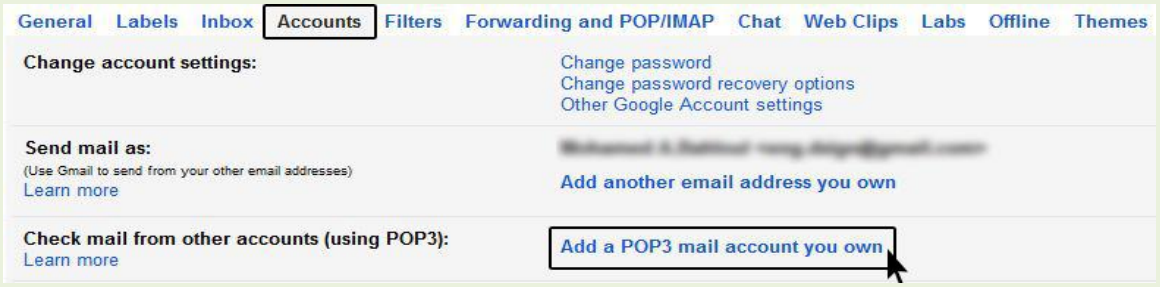
- Click Done.
- Your Inbox will be displayed after Droid mail has fully synched with the Exchange server.

POP3 and Gmail Account

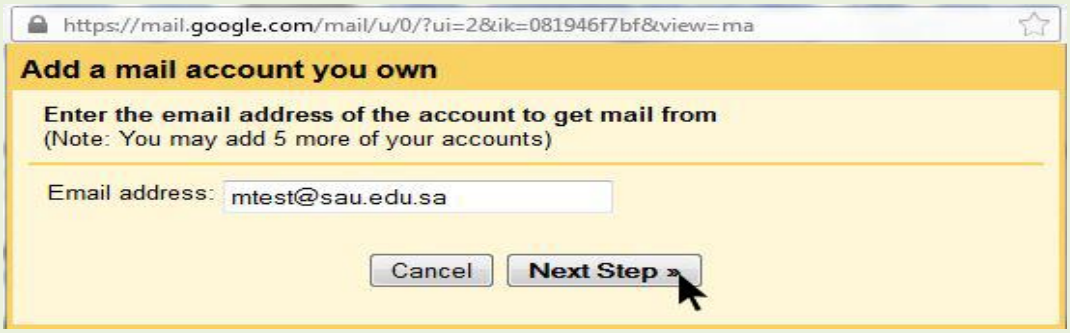
Choose Settings from Gmail



Choose account tab

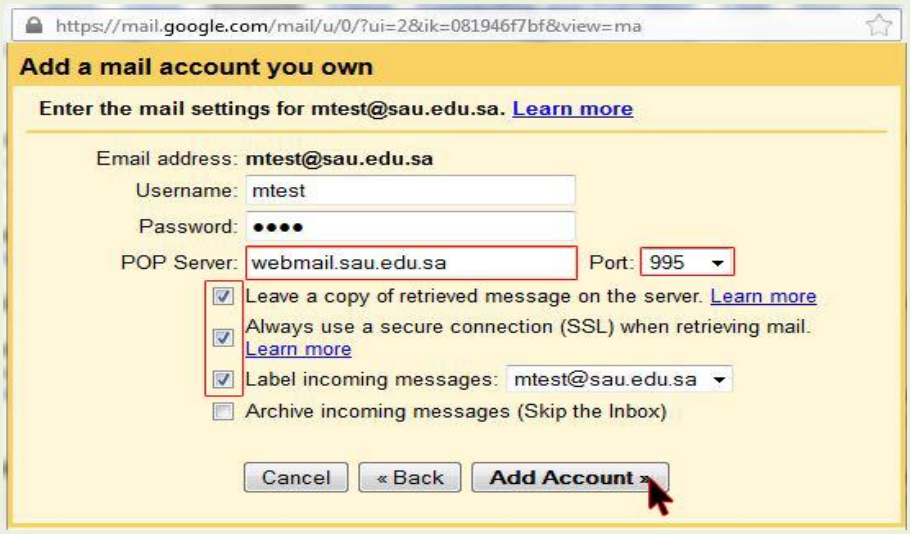


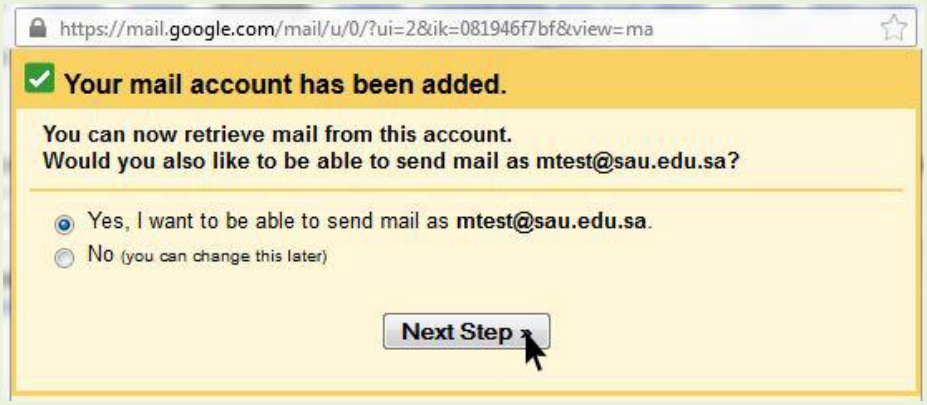
Type your Email address



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.





Type your Display name and press next.

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

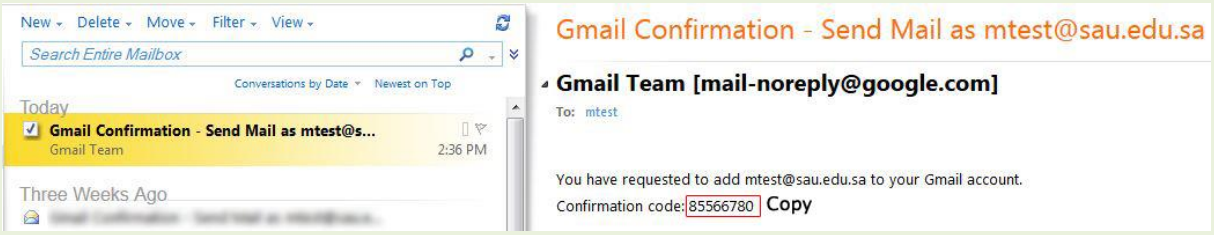
Then add account.

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

Then copy the code from Google as following

Type user name and password.

Open Message from Google and copy the code



Then paste the code to your Google mail

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 :-

Microsoft Exchange Active sync with iPhone

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

Select **Microsoft Exchange**.

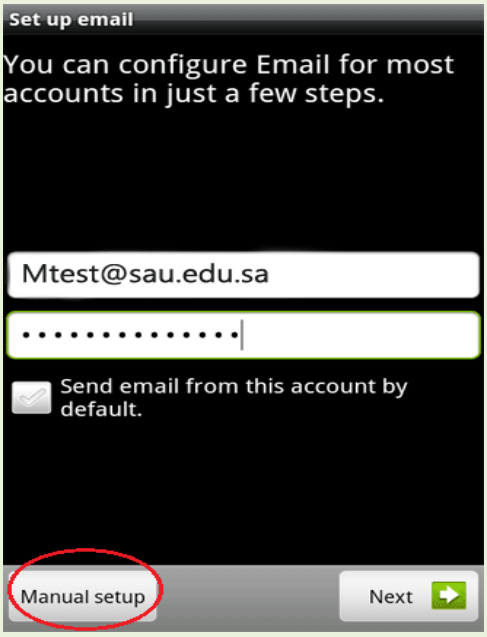
- Enter your **Mtest e-mail address** in the Email field.
- Enter **sau.edu.sa** in the Domain field as shown in the image.
- Enter your Active Directory **(AD)** username in the Username field.
- Enter your **AD password** in the Password field.
- Enter your **Mtest e-mail address** in the Description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

- 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**.

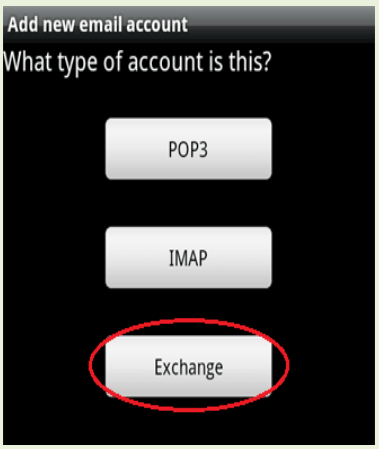
- Select the features to synchronize with your Exchange account. Once you've made your choices, you will go directly to the next screen.
- Select whether to keep or delete your existing contacts. Click **Done**. Your iPhone / iPad will begin to sync.

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**.



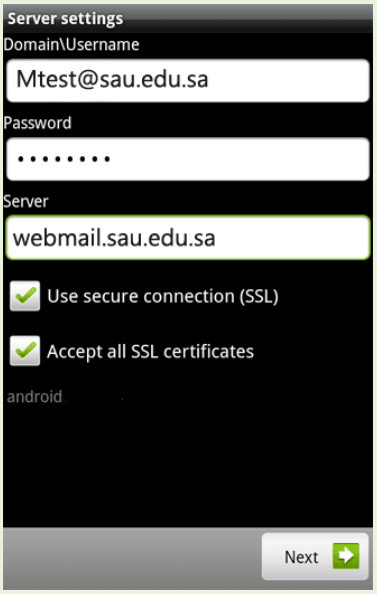
4. Select **Exchange** as type of account.



5. Configure the following information for Server settings:

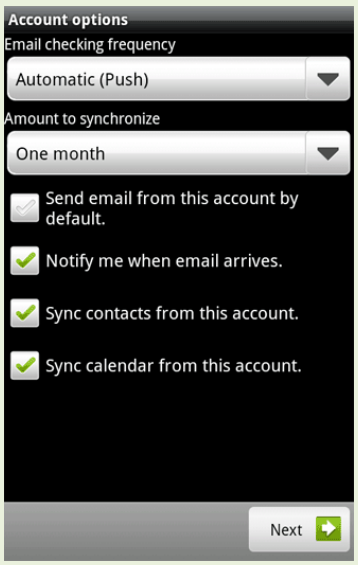
   Server: **webmail.sau.edu.sa**
   Username: Username@sau.edu.sa
   Use secure connection (SSL): Enable
   Accept all SSL certificates: Enable

   Tap **Next** when done.



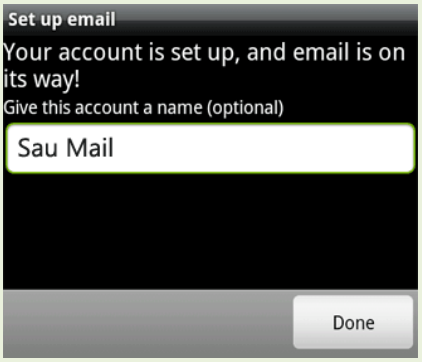
6. You can then configure various Account options for the just added Hotmail account. To enable push email, set **Email check frequency** to **Automatic (Push).**

   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.

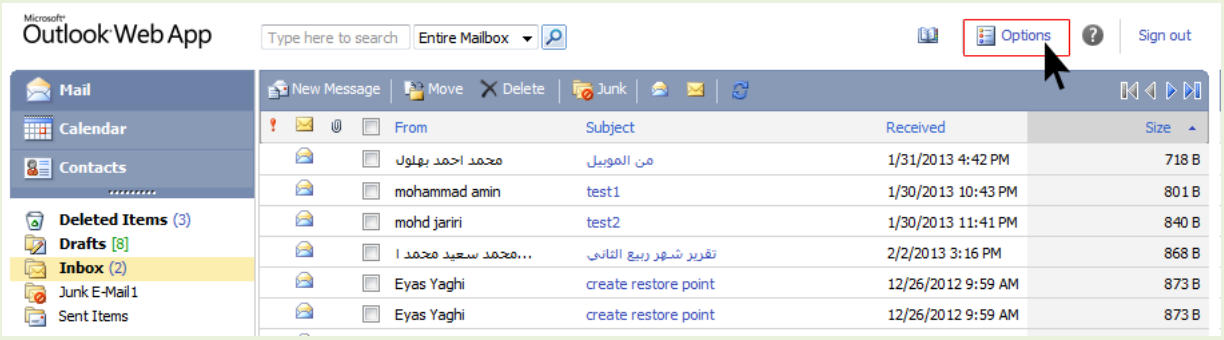
7. Enter a name for the account, such as Hotmail or Windows Live Hotmail, and tap **Done.**



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.



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.