

Exchange mail via mobile device

Your mobile device with recent iOS, Android or Windows version can synchronise mail and other info with your Exchange mail on campus. This can be done with the standard email app that came with your device and with many other mail apps. One exception is the Outlook app by Microsoft. This app is not supported, because it stores your ULCN username, password and your emails of thirty days online on servers outside the university.

Setting up an email app for Exchange mail

Many mobile email apps can connect to the university's Exchange mail server (Outlook). Some of these apps can synchronise with your university calendar and contacts as well.

Though we cannot describe setting up all apps on all types of devices, this website of the British provider Tesco Mobile might help you to get started:

<http://support.tescomobile.com/customer/picker.html>

1. Select your device or a similar model.
2. If you selected an older device, then several Android or iOS versions are mentioned; choose the version present on your device.
3. Then, select *Messaging/mail* and then *Setting up email*. Stepwise instructions are shown for setting up the standard mail app on your device. During the set up, the device might offer you a choice between Exchange mail, POP3 en IMAP. In that case, choose Exchange mail.

The set up data are as follows, though the order in which to enter them may differ:

- **your Exchange mail address**
(for instance e.m.ployee@law.leidenuniv.nl)
- **Server: mobile.campus.leidenuniv.nl**
(this is the incoming and outgoing server)
- **Domain: VUW**
- **your ULCN user name**
- **your ULCN password**
- (optional) a description of this account, for instance 'university'.

After your settings were successfully saved and processed, you can manage your university Exchange mail directly from your mobile device.