



Mobile Exchange Configuration

Purpose

The purpose of this document is to outline the mobile exchange configuration options for both Android and iOS operating systems.

Procedure

Android Devices (Student)

1. Go to Apps and Open Settings
2. Under Personal category click on Accounts & sync and tap on Add Account
3. Select Microsoft Exchange
4. Enter the following:
 - a. email address: acesID@student.alamo.edu
 - b. password: Email password
 - c. Domain: leave blank
 - d. Username: acesID@student.alamo.edu – tap Next
 - e. Server address: m.outlook.com or pod51009.outlook.com
 - f. Select SSL for security
 - g. Tap Next
5. Done.

Android Devices (Employee)

1. Go to Apps and Open Settings
2. Under Accounts category tap on Add Account
3. Select Microsoft Exchange
4. Enter the following:
 - a. email address: acesID@alamo.edu
 - b. password: Email password
 - c. Domain\username: root\acesID (If separate fields: Domain: root Server: mail.alamo.edu)
 - d. Password: From ACES/web services/personal information/view email password
 - e. Exchange Server: mail.alamo.edu
 - f. Select SSL for security
 - g. If fails and on campus - disable Wi-Fi
 - h. Tap Next
 - i. Allow configurations as needed
 - j. Activate device administration
 - k. Should prompt: "Your account is set up and email is on its way!"
 - l. Name account. (e.g. work, Alamo Colleges, etc.)
5. Done.



Apple iOS Devices (Student)

1. Go to settings
2. Select "Add Account..."
3. Microsoft Exchange
4. Enter "Email address" (acesID@students.alamo.edu)
 - a. Username: acesID@students.alamo.edu
 - b. Password: email password
 - c. Domain: leave blank
 - d. Description: optional
 - e. Click on "NEXT"
 - f. Server Name: mail.alamo.edu
5. Finished

Apple iOS Devices (Employee)

1. Go to settings
2. Select "Add Account..."
3. Microsoft Exchange
4. Enter "Email address" (acesID@alamo.edu)
 - a. Domain: root
 - b. Username: ACES ID
 - c. Password: email password (from ACES/web services/personal information/view email password)
 - d. Description: optional
 - e. Click on "NEXT"
 - f. Server Name: mail.alamo.edu
5. Finished