



Cardiff and Vale College
Coleg Caerdydd a'r Fro

Email on Your Mobile



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Email

Android

1. From the **Applications/Settings** menu, select **Email**. This application may be named **Mail** or **Accounts** on some versions of Android.
2. Type your full email address, for example 123456@student.cavc.ac.uk, and your password, and then select **Next**.
3. Select **Exchange account**. This option may be named Exchange ActiveSync on some versions of Android.
4. Enter the following account information and select **Next**.
 - **Domain\Username** Type *CAVC* followed by your student number.. *If Domain and Username are separate text boxes in your version of Android, type CAVC in the Domain box and type your student number in the Username box. For example, CAVC/123456*
 - **Password** Use the password that you use to access your account.
 - **Exchange Server** Use the address of your Exchange server. Enter *outlook.office365.com*
5. As soon as your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:
 - **Email checking frequency** The default value is *Automatic (push)*. When you select this option, email messages will be sent to your phone as they arrive. We recommend only selecting this option if you have an unlimited data plan.
 - **Amount to synchronize** This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including *One day, Three days, and One week*.
 - **Notify me when email arrives** If you select this option, your mobile phone will notify you when you receive a new email message.
 - **Sync contacts from this account** If you select this option, your contacts will be synchronized between your phone and your account.
6. Select **Next** and then type a name for this account and the name you want displayed when you send e-mail to others. Select **Done** to complete the email setup and start using your account.
7. You may get prompted for an additional security message regarding connecting to the email server. This is safe to accept.



Email

iPhone

1. If this is the first email account on your iPhone, tap Mail. Otherwise, tap Settings > Mail, Contacts, Calendars > Add Account.
2. Tap Microsoft Exchange.
3. Type the information requested in the Email and Password boxes. You need to type your full email address in the Email box (for example, 123456@student,cavc.ac.uk).
4. Tap Next on the upper-right corner of the screen. Your iPhone will try to find the settings it needs to set up your account. Go to step 7 if your iPhone finds your settings.
5. If your iPhone can't find your settings, you'll need to manually look up your Exchange ActiveSync server name. Enter **outlook.office365.com**
6. Type your email address as your username, for example 123456@student.cavc.ac.uk.
7. If this fails, type CAVC as your domain, and your student number as your username, for example, DOMAIN: cavc USERNAME: 123456.
8. Choose the type of information you want to synchronize between your account and your device, and then touch Save. By default, Mail, Contacts, and Calendar information are synchronized.
9. If you're prompted to create a passcode, tap Continue and type a numeric passcode. If you don't set up a passcode, you can't view your email account on your iPhone. You can set up a passcode later in your iPhone Settings.



Email

Windows Phone

1. On **Start**, swipe left to the **App** list, select **Settings**, and then select **email + accounts**.
2. Select **Add an account > Outlook**.
3. Enter your email address and password, and then select **Sign in**. Windows Phone will try to set up your email account automatically. If setup completes successfully, skip to step 7.
4. If you see the message "Check your information and try again. You may have mistyped your password.", verify that you entered the correct email address and password. At this stage, you don't need to specify any values for **User name** and **Domain**. Select **Sign in**. If setup completes successfully, skip to step 7.
5. If your email account can't be set up automatically, you'll see the message, "We couldn't find your settings". Select **Advanced**. You'll need to enter the following information:
 - o **E-mail address** This is your full email address, for example 123456@student.cavc.ac.uk
 - o **Password** This is the password for your email account.
 - o **User name** This is your student number
 - o **Domain** enter: cavc
 - o **Server** Enter **outlook.office365.com**
6. Select the **Server requires encrypted (SSL)** connection box.
7. Select **Sign in**.
8. Select **OK** if Exchange ActiveSync asks you to enforce policies or set a password.