

Accessing Email



Maastricht University

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Manual to access Email

This manual helps you set up an Exchange connection to your UM outlook account.

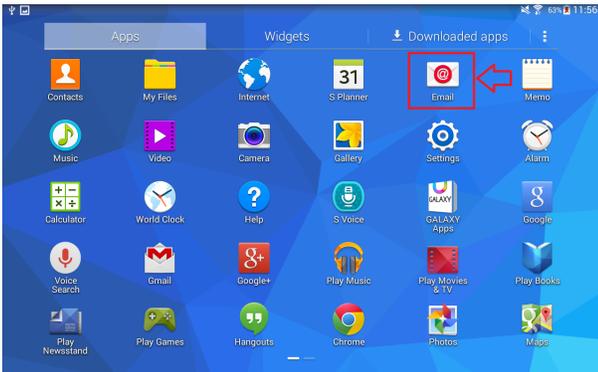
-- When using UM IT services you agree to UM's Acceptable Use Policy. The complete text can be found on the website: <http://www.maastrichtuniversity.nl/informationsecurity> --

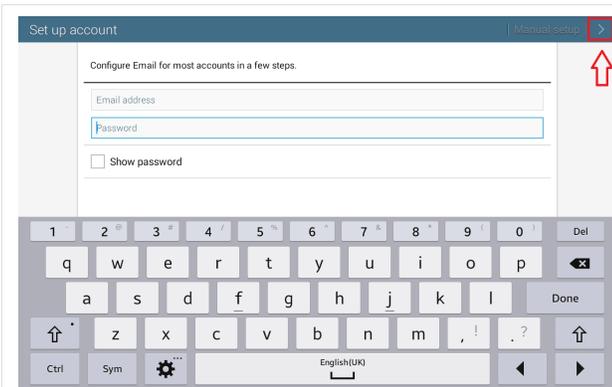
What do you need?

- Galaxy tab 4 tablet
- A working internet connection

Please consult the "Frequently Asked Questions" at the end of the manual in case you encounter problems in using the manual or the service.

Instructions

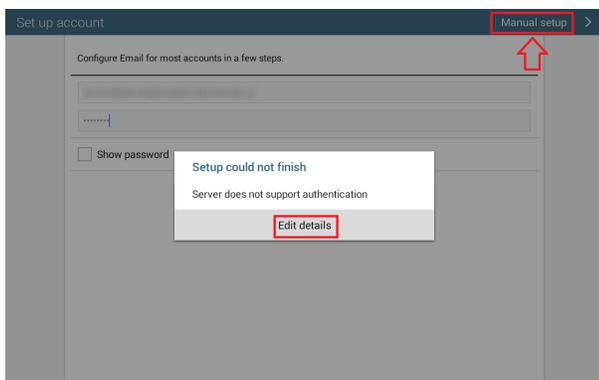
Screenshot	Information
 A screenshot of the Samsung Email app's home screen. The top left shows the time 09:45 and date Wed, 17 December. Below this are weather and calendar widgets. A large white box in the center says "Hello! Welcome and thank you for using Samsung Email Tap to add account". At the bottom, there is a dock with icons for Camera, Gallery, Dropbox, Music, Video, Play Store, Chrome, and Google. A red arrow points to the Email icon in the dock.	<p>Step 1: Go to application overview</p>
 A screenshot of the Samsung app drawer. The top bar shows "Apps", "Widgets", and "Downloaded apps". The "Email" app icon is highlighted with a red box and a red arrow pointing to it from the right. Other visible icons include Contacts, My Files, Internet, S Planner, Memo, Music, Video, Camera, Gallery, Settings, Alarm, Calculator, World Clock, Help, S Voice, GALAXY Apps, Google, Voice Search, Gmail, Google+, Play Music, Play Movies & TV, Play Books, Play Newsstand, Play Games, Hangouts, Chrome, Photos, and Maps.	<p>Step 2: Go to Email</p>



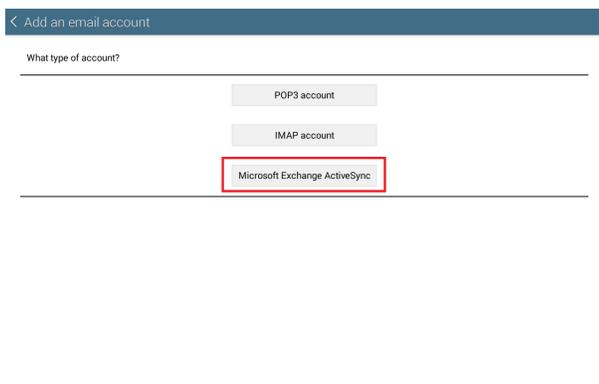
Step 3a: Fill in your complete UM email address

Step 3b: Enter your password

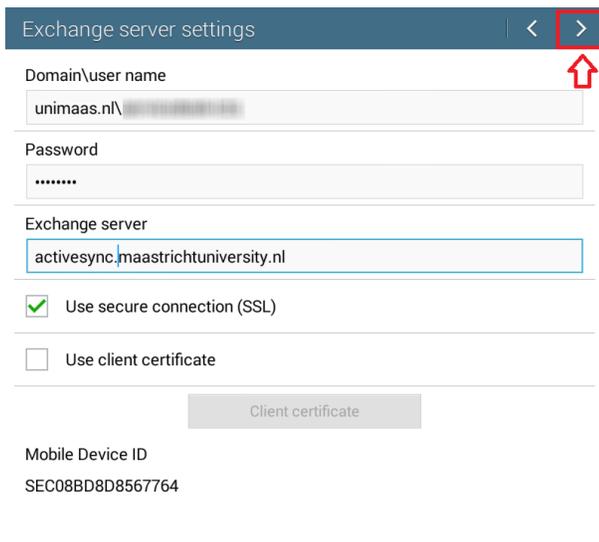
Step 3c: Press on the arrow in the top right of the screen



Step 4: You will get an error message. Press **Edit details** and then press **Manual setup**



Step 5: Select **Microsoft Exchange ActiveSync**



Step 6a: In the **Domain\User name** field, enter unimaas.nl\yourusername

(in the screenshot on the left we have blurred the username)

Step 6b: Enter your password in the **Password** field

Step 6c: In the **Exchange server** field, enter activesync.maastrichtuniversity.nl

Step 6d: Press the top right arrow to continue

Note: Leave the **Use secure connection (SSL)** box ticked.

Leave **Use client certificate** unticked

Exchange server settings

Domain\User name
unimaas.nl\

Password

Exchange server
activesync.maastrichtuniversity.nl

Use secure connection (SSL)

Use client certificate

Mobile De
SEC08BD

Remote security administration

Server activesync.maastrichtuniversity.nl must be able to remotely control some security features on your device. Continue?

Cancel OK

Step 8: A notification will pop-up. Press OK to continue

Account options

Period to sync Email
3 days

Sync schedule
Push

Peak schedule
Push

Emails retrieval size
50 KB

Period to sync Calendar
2 weeks

Notify me when email arrives

Sync Email

Sync Contacts

Sync Calendar

Sync Task

Automatically download attachments when connected to Wi-Fi

Step 9: Adjust these settings to your liking. We recommend leaving these settings how they are.

Press the top right arrow to continue

Activate device administrator?



Email



Server activesync.maastrichtuniversity.nl must be able to remotely control some security features on your device

Activating administrator will allow Email to perform following operations.

- **Erase all data**
Erase the tablet's data without warning by performing a factory data reset.
- **Set password rules**
Control the length and the characters allowed in screen-unlock passwords.
- **Monitor screen-unlock attempts**
Monitor the number of incorrect passwords typed when unlocking the screen and lock the tablet or erase all the tablet's data if too many incorrect passwords are typed.
- **Lock the screen**
Control how and when the screen locks.
- **Set lock-screen password expiry**
Control how frequently the lock-screen password must be changed.
- **Set storage encryption**
Require that stored app data be encrypted.
- **Disable cameras**
Prevent use of all device cameras.
- **Disable features in keyguard**
Prevent use of some features in keyguard.
- **Set SD card encryption**
Require application on SD card be encrypted
- **Password recovery**
Allow password needed to unlock device to be recovered

Cancel

Activate

Step 10: Take note of these security features and click Activate.

Set up account

Done

Your account is set up, and email is on its way!



Give this account a name (Optional)

activesync.maastrichtuniversity.nl

Step 11: Give the account you just created a name (Optional) and press Done