# Accessing Email

**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](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

<table>
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<th>Screenshot</th>
<th>Information</th>
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<tbody>
<tr>
<td><img src="image1.png" alt="Screenshot 1" /></td>
<td><strong>Step 1:</strong> Go to application overview</td>
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<tr>
<td><img src="image2.png" alt="Screenshot 2" /></td>
<td><strong>Step 2:</strong> Go to Email</td>
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</table>
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
Step 8: A notification will pop-up. Press OK to continue.

Step 9: Adjust these settings to your liking. We recommend leaving these settings how they are. Press the top right arrow to continue.
Step 10: Take note of these security features and click Activate.

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