

## How to set email on mobile phone

Contributed by Administrator  
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Iphone/Ipad 1. To add an Exchange account to your iOS device, tap Settings > Mail, Contacts, Calendars > Add Account > Microsoft Exchange.

2. On the next screen, enter your complete ceibs email address, password, and a description (which may be anything you like).

3. Your iOS device will now create a secure (SSL) connection to your Exchange Server.

4. Choose which type or types of data you would like to synchronize: Mail, Contacts, Calendars, Reminders and Notes. Note that by default, only three days' worth of email is synchronized. To synchronize more, go into Settings, then Mail, Contacts, Calendars, select your Exchange account, and tap on Mail days to sync.

### Android platform

- On the Home screen, slide to the Mail tab.
- If this is your first time to set up an email account on your phone, tap New Account. Otherwise, tap Menu > New Account.
- On the subsequent screen, tap Microsoft Exchange.
- Enter the CEIBS full email address
- Enter your password
- Enter your username(CEIBS\prefix of your email address)
- Enter the domain name :ceibs.edu
- Enter the Mail for Exchange server name: webmail.ceibs.edu;
- Tick Use secure connection(SSL)
  
- Select OK.
- Tap Done.

## Symbian platform

First you need to install Mail for Exchange (or followed the Setup E-mail steps, if Mail for Exchange is already installed on your device), you need to:

- set up a Mail for Exchange mailbox
- create a profile

### Setting up a Mail for Exchange mailbox

1. From your device's menu, select E-mail
2. Select New > Start
3. Enter the CEIBS full email address
4. Enter your password
5. Select Mail for Exchange
6. Enter your username(your full email address)
7. Enter the domain name :ceibs.edu
8. Enter the Mail for Exchange server name: webmail.ceibs.edu
9. Select OK.

### Creating a profile

1. Go to the Mail for Exchange folder (on your mobile device's main menu) and select the Mail for Exchange icon.
2. When you launch Mail for Exchange for the first time, your mobile device asks you to enter some initial settings. You will need the following information:
  - the name of your mail domain (ceibs.edu)
  - the Exchange server's name :webmail.ceibs.edu
  - your user name and password
  - details of your mobile access point from your wireless carrier.