The following documentation lists the configuration process for setting up a Columbia State Email on an iPhone or Android mobile device.

iPad setup information is also included.
Columbia State Email Setup for an iPhone

1. Tap “Settings” (Figure A)
2. Tap “Mail, Contacts, Calendars” (Figure B)
3. Tap “Add Account...” (Figure C)
4. Tap “Microsoft Exchange” (Figure D)

5. After you have chosen to configure a Microsoft Exchange email account, the following screen will appear. (Figure E)
6. Enter your credentials/email in the following fields. (Ex. If your email address was tmark@columbiastate.edu, you would enter that email address in the “Email” field.)
7. Next, simply enter **pvt** in the **“Domain”** field.
8. Enter your username in the **“Username”** field. (Ex. If your username was **tmark** you would enter **tmark** in the **“Username”** field)
9. Next, enter your **password**
10. The description field can be set to anything. (Ex. School Email, Columbia State Email, etc.)

![Figure E](image)

![Figure F](image)

11. After your email, domain, username, password, and description have been set, a **next** button will appear in the upper right hand corner of your email setup screen. Tap **“Next”**
12. Next, the “Server” field will appear in the email setup screen. Enter “mail1.columbiastate.edu” Tap “Next” (Figure F)

13. (Your iPhone will now verify your settings with Columbia State’s Exchange server) Once your account has been verified, check marks will appear next to each field.

14. A new screen will appear in the email setup (Figure G)

15. Choose the settings you would like to be synced from your Exchange account to your iPhone.

16. Once you have chosen your preferred configuration tap “Save”

17. Send some emails!
Columbia State Email Setup for an iPad

1. Tap “Settings” (Figure A)
2. Tap “Mail, Contacts, Calendars” (Figure B)
3. Tap “Add Account...” (Figure B1)
4. Tap “Microsoft Exchange” (Figure C)
5. After you have chosen to configure a Microsoft Exchange email account, the following screen will appear. (Figure D)

6. Enter your credentials/email in the following fields. (Ex. If your email address was tmark@columbiastate.edu, you would enter that email address in the “Email” field.)

7. Next, simply enter pvt in the “Domain” field.

8. Enter your username in the “Username” field. (Ex. If your username was tmark you would enter tmark in the “Username” field)
9. Next, enter your password

10. The description field can be set to anything. (Ex. School Email, Columbia State Email, etc.)

11. After your email, domain, username, password, and description have been set, a next button will appear in the upper right hand corner of your email setup screen. Tap “Next”

12. Next, the “Server” field will appear in the email setup screen. Enter “mail1.columbiastate.edu” Tap “Next” (Figure E)

13. (Your iPad will now verify your settings with Columbia State’s Exchange server)

14. Once
your account settings have been verified, a pop-up box may appear informing you, “This account may not be able to send or receive emails. Are you sure you want to continue?” Tap Save (Figure F)

14. A new screen will appear in the email setup (Figure G)
15. Choose the settings you would like to be synced from your Exchange account to your iPhone.

16. Once you have chosen your preferred configuration tap “Save”

17. Send some emails!

Figure G
Please be sure the Android device is not connected to a wireless network before you begin the steps below.

1. From the home screen, select the **applications tab** (located at the bottom of the display).
2. Select **Email**.

Directions after this point are only for users who do not have any other email accounts on their phone.
Directions for users who have an existing email account already configured on their phone can be on page (7) of this document.
1. Enter the exchange email address and password then select **Next**.
2. Select **Exchange account**.
3. Enter the exchange server settings in the appropriate fields:
   a. Domain\Username (pvt\yourusernamehere)  example: pvt\abickimer
   b. Your Password
   c. Type: mail1.columbiastate.edu

4. If desired, ensure Use secure connection (SSL) and Accept all SSL certificates are checked then click Next.
5. Select the **Email checking frequency** dropdown.
6. Select the desired frequency.
7. Select the **Amount to synchronize** dropdown.
8. Select the desired amount.

![Image showing the amount to synchronize dropdown and account options]

9. Select the desired account options then select **Next**. (Picture Below)
   - The account option is enabled if a green check mark is present.
   - a. Send email from this account by default.
   - b. Notify me when email arrives.
   - c. Sync contacts from this account.
10. Enter an account name and outgoing message name then select **Done**. (This can be anything – ie. CoSCC, Columbia State Email, etc.)
Add an additional account email instructions:

1. Select Email.
2. Select Menu.
3. Select **Accounts**.
4. Select **Add account**.
5. Enter the exchange email address and password then select Next.
7. Enter the exchange server settings in the appropriate fields:
   a. Domain\Username (pvt\yourusername) example: pvt\abickimer
   b. Your Password
   c. Type: mail1.columbiastate.edu
8. If desired, ensure Use secure connection (SSL) and Accept all SSL certificates are checked then click **Next**.
9. Select the **Email checking frequency** dropdown.
10. Select the desired frequency.
11. Select the **Amount to synchronize** dropdown.
12. Select the desired amount.

9. Select the desired account options then select **Next**.(Picture Below)
   - The account option is enabled if a green check mark is present.
   a. Send email from this account by default.
   b. Notify me when email arrives.
   c. Sync contacts from this account.
10. Enter an account name and outgoing message name then select **Done**. (This can be anything – ie. CoSCC, Columbia State Email, etc.)