Email

Settings for Android

To add your mail account please go to „Settings > Users & Accounts > Add account > Exchange ActiveSync“.

**Step 1:** Enter your personal email address.

Tap **Next**.
Step 2: Enter the BITS-Password assigned for your personal email address.

Tap Next again.

Please confirm the Remote Security Administration message with “ok”.

Important Notice: The Remote Security Administration allows System Administrators to remotely control mobile devices. This is an important feature used in business environments to remotely delete data i.e. on stolen or lost mobile devices. The University of Bielefeld is not using this feature at any time!

Nevertheless if you don’t want to confirm this message you need to set up your email and calendar manually using IMAP and CALDav. Please be aware that in this case you will not be able to synchronize calendar, contacts, tasks or notes.
**Syncing**

How do you want your emails to be synced?

- **Automatically (Push)**
  Emails will be automatically delivered when syncing

- **Manually**
  You will need to refresh the Inbox to see the latest emails

**Step 3:** Choose an option to synchronize your emails with the mail server.

Tap **Next** again.

**Notification**

How do you want to be notified about new emails in your inbox?

- **Play sound**
  Show email icon in the status bar and play a sound

- **No sound**
  Show email icon in the status bar but don't play a sound

- **No notification**
  Don't show email icon in the status bar and don't play a sound

**Step 4:** Choose an option for the message notification.

Tap **Next**.
Step 5: Activate your Device Administrator App with tapping **Activate** to complete your email configuration.

After successfully completing the configuration you can now use the following Exchange features:

- Email
- Calendar
- Contacts/Address book
- Tasks
- Notes