User manual
Samsung: Email set up
User manual
A guide on how to install the exchange email client on a Samsung
1 Sync with Exchange
1.1

Go to your “settings”

![Settings app on a smartphone]

1.2

Then enter “accounts”

![Settings menu with Accounts highlighted]
1.3

Scroll to the bottom and click “add account”

![Add account screen]

1.4

Select “Microsoft Exchange Active Sync”

![Add account screen with Microsoft Exchange ActiveSync highlighted]
1.5

Enter your ITU initials followed by @itu.dk and enter your ITU password

Then click “sign in”

1.6

Your phone should automatically detect server details

When it’s done, click “sign in”
1.7

Your device may request the server outlook.office365.com has “remote security administration”, if so click “ok”

1.8

Now select “activate” to finish the sync
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