

# How to setup Live@Edu Exchange Email on an iPad

- 1) For 3G and other cellular wireless data connection:
  - a. On the home screen, click “Settings”



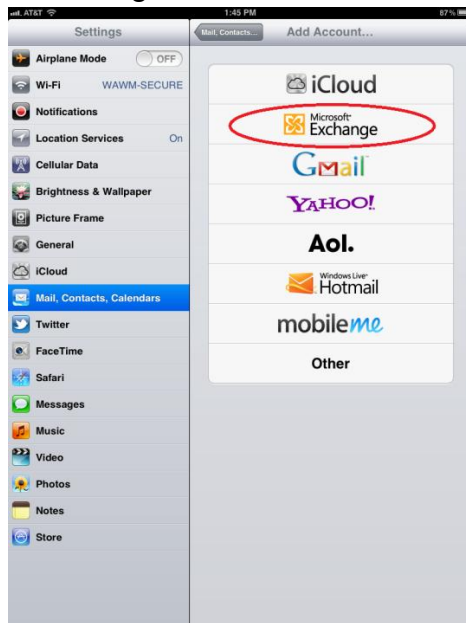
- b. Click “Cellular Data”
    - c. On the right side, verify that “Cellular Data” is set to “ON”



- d. On the left, click “Mail, Contact, Calendars”
      - e. On the right side, click “Add Account...”

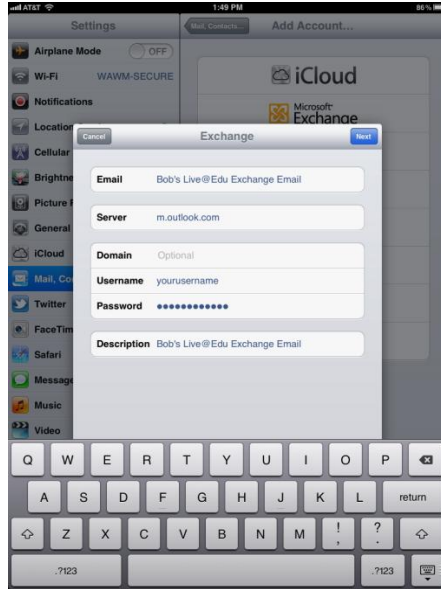


f. On the right side, click “Microsoft Exchange”

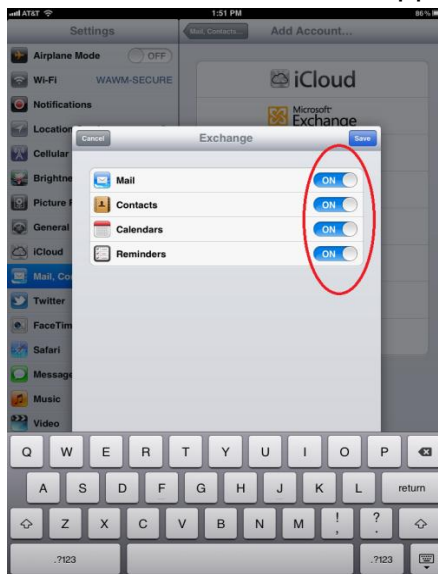


- i. Under “Email”, enter what you would like the iPod to identify this email account as, such as “Bob’s Live@Edu Exchange Email”
- ii. Under “Domain”, leave this field blank
- iii. Under “Username”, enter your FULL email address ([you@org.123](#))
- iv. Under “Password”, enter your email password (case sensitive)
- v. Under “Description”, you may add an additional description of the email account. This field is optional.
- vi. Click “Next” in the upper right-hand portion of the window
- vii. The “Server” field will appear and enter either of these (the 1<sup>st</sup> is preferred):

1. m.outlook.com
  2. pod51010.outlook.com
- viii. Click “Next” in the upper right-hand portion of the window. Your information will be verified and it may take a couple of minutes.



- ix. You will then get options to select what you would like to sync from your Exchange email account. Typically, you want all options to be “ON”
- x. Click “Save” in the upper right-hand corner of the window



- xi. The Exchange Email Account is now properly setup for 3G-based email access!

2) For **“WAWM-PUBLIC”** Wi-Fi data connection:

a. On the home screen, click **“Settings”**



b. Click **“Wi-Fi”**

c. Click **“WAWM-PUBLIC”** to connect to it

d. Click the blue arrow to the right of **“WAWM-PUBLIC”**



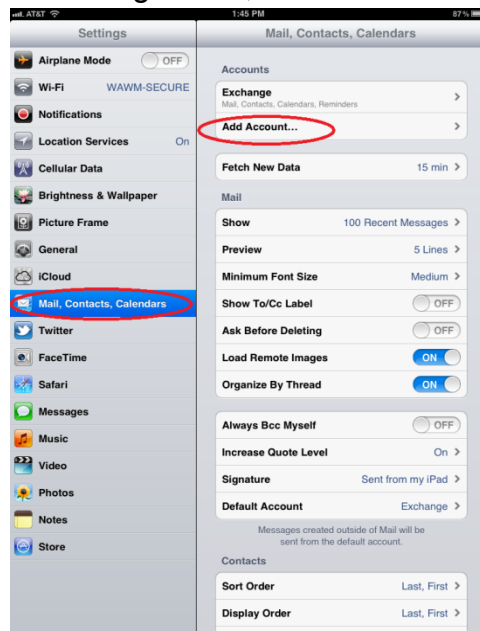
- i. On the right, under **“HTTP Proxy”**, click **“Manual”**
- ii. Under **“Server”**, type **“proxy2”** (without the quotes)
- iii. Under **“Port”**, type **“80”** (without the quotes)
- iv. Under **“Authentication”**, click **“ON”**

v. Do NOT enter anything under “Username” or “Password”



e. On the left-hand side, click “Mail, Contact, Calendars”

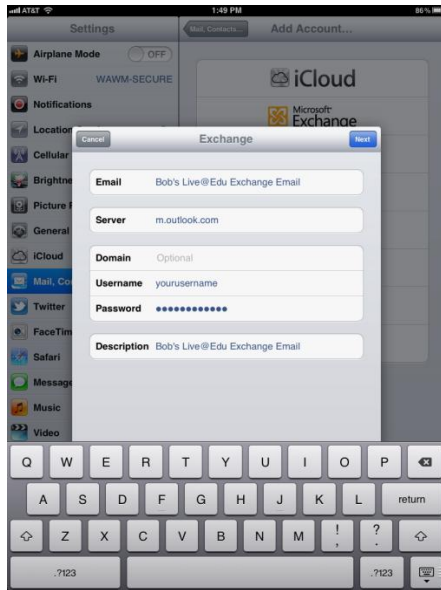
f. On the right side, click “Add Account...”



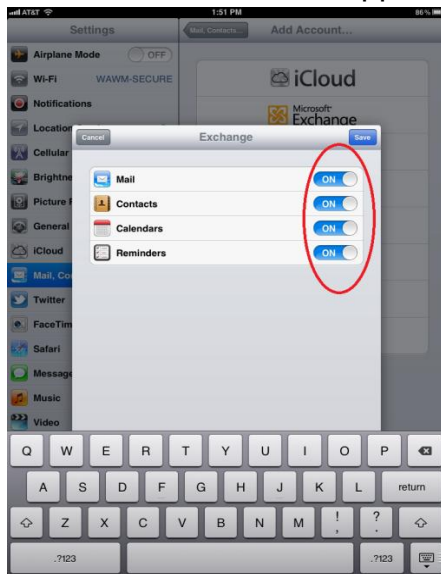
g. On the right side, click “Microsoft Exchange”



- i. Under “Email”, enter what you would like the iPod to identify this email account as, such as “Bob’s Live@Edu Exchange Email”
- ii. Under “Domain”, leave this field blank
- iii. Under “Username”, enter your FULL email address ([you@org.123](#))
- iv. Under “Password”, enter your email password (case sensitive)
- v. Under “Description”, you may add an additional description of the email account. This field is optional.
- vi. Click “Next” in the upper right-hand portion of the window
- vii. The “Server” field will appear and enter either of these (the 1<sup>st</sup> is preferred):
  1. m.outlook.com
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- viii. Click “Next” in the upper right-hand portion of the window. Your information will be verified and it may take a couple of minutes.



- ix. You will then get options to select what you would like to sync from your Exchange email account. Typically, you want all options to be “ON”
- x. Click “Save” in the upper right-hand corner of the window



- xi. The Exchange Email Account is now properly setup for 3G-based email access!

3) For **“WAWM-SECURE”** Wi-Fi data connection:

a. On the home screen, click **“Settings”**



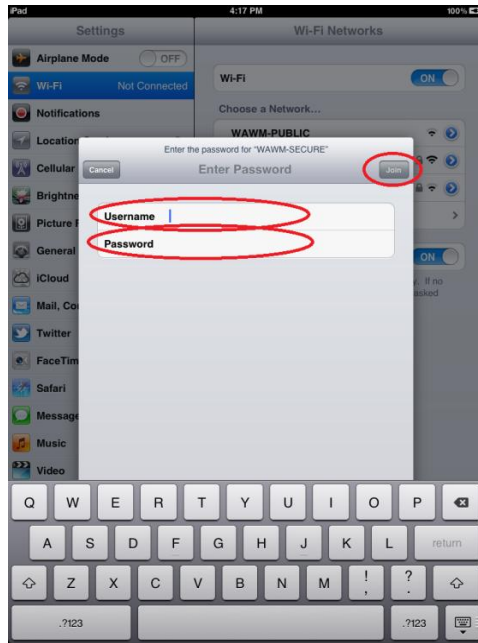
b. Click **“Wi-Fi”**

c. Click **“WAWM-SECURE”**

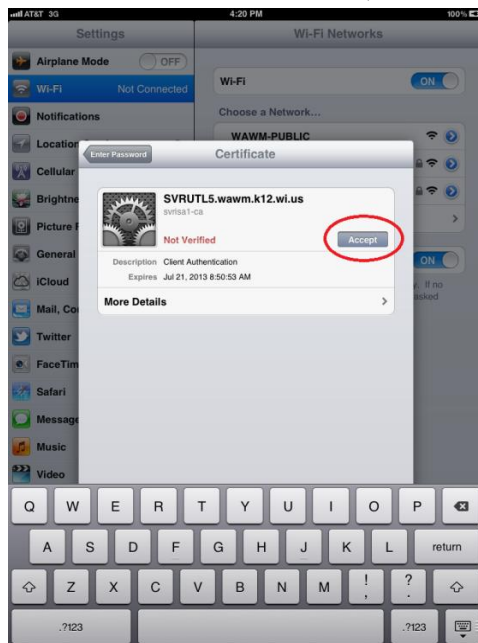


d. Under **“Username”** and **“Password”**, enter your normal network credentials (i.e. the username and password you use to login to your work PC)

e. On the upper right-hand side, click **“Join”**



f. On the certificate window, click “Accept”



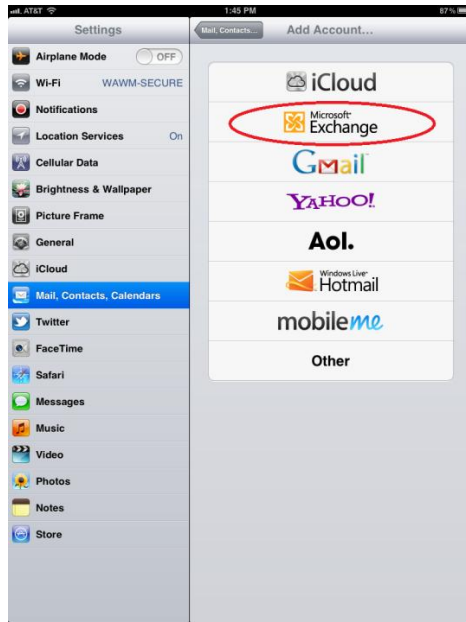
- g. Click the blue arrow to the right of “WAWM-SECURE”
- On the right, under “HTTP Proxy”, click “Manual”
  - Under “Server”, type “proxy2” (without the quotes)
  - Under “Port”, type “80” (without the quotes)
  - Under “Authentication”, click “ON”
  - Under “Username” and “Password”, enter your normal network credentials (i.e. the username and password you use to login to your work PC)



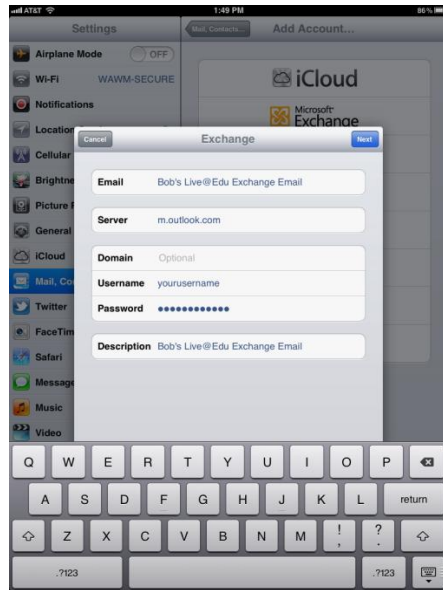
- h. On the left-hand side, click “Mail, Contact, Calendars”
- i. On the right side, click “Add Account...”



- j. On the right side, click “Microsoft Exchange”



- i. Under “Email”, enter what you would like the iPod to identify this email account as, such as “Bob’s Live@Edu Exchange Email”
- ii. Under “Domain”, leave this field blank
- iii. Under “Username”, enter your FULL email address ([you@org.123](#))
- iv. Under “Password”, enter your email password (case sensitive)
- v. Under “Description”, you may add an additional description of the email account. This field is optional.
- vi. Click “Next” in the upper right-hand portion of the window
- vii. The “Server” field will appear and enter either of these (the 1<sup>st</sup> is preferred):
  1. m.outlook.com
  2. pod51010.outlook.com
- viii. Click “Next” in the upper right-hand portion of the window. Your information will be verified and it may take a couple of minutes.



- ix. You will then get options to select what you would like to sync from your Exchange email account. Typically, you want all options to be “ON”
- x. Click “Save” in the upper right-hand corner of the window



- xi. The Exchange Email Account is now properly setup for 3G-based email access!

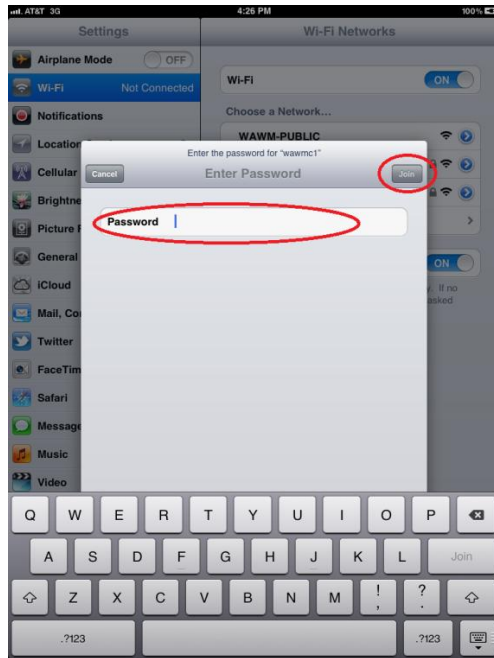
- 4) For “**WAWMC1**” Wi-Fi data connection:  
a. On the home screen, click “Settings”



- b. Click “Wi-Fi”  
c. Click “wawmc1”



- d. Enter the wireless security code “wawmsd1205” (without the quotes)  
e. In the upper right-hand side of the window, click “Join”



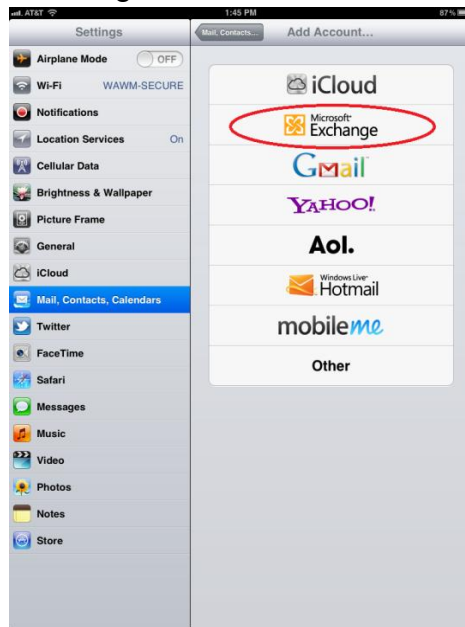
- f. Click the blue arrow to the right of “wawmc1”
  - i. On the right, under “HTTP Proxy”, click “Manual”
  - ii. Under “Server”, type “proxy2” (without the quotes)
  - iii. Under “Port”, type “80” (without the quotes)
  - iv. Under “Authentication”, click “ON”
  - v. Under “Username” and “Password”, enter your normal network credentials (i.e. the username and password you use to login to your work PC)



- g. On the left-hand side, click “Mail, Contact, Calendars”
- h. On the right side, click “Add Account...”

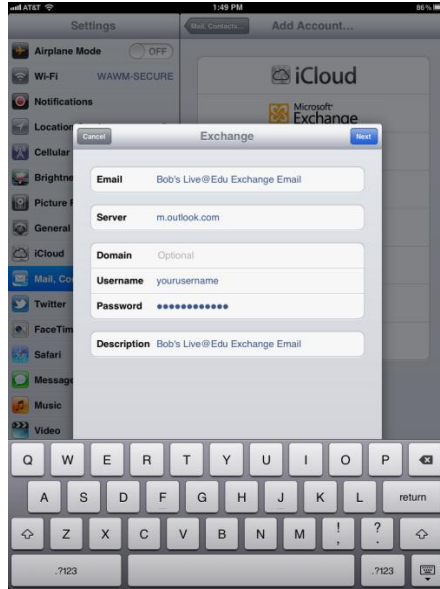


- i. On the right side, click “Microsoft Exchange”

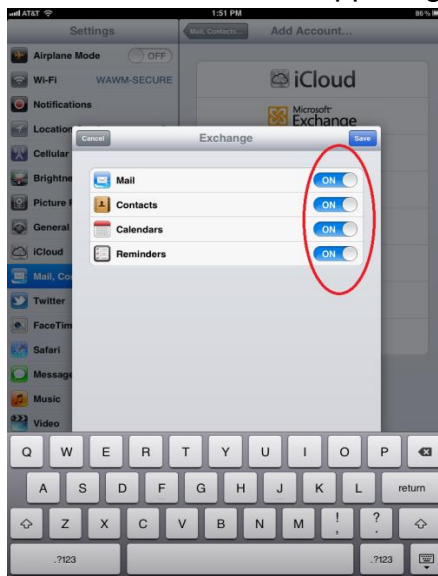


- i. Under “Email”, enter what you would like the iPod to identify this email account as, such as “Bob’s Exchange Email”
- ii. Under “Domain”, leave this field blank
- iii. Under “Username”, enter your FULL email address ([you@org.123](#))
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## Troubleshooting

Problem: After going through the setup instructions above, email is not working and using Safari asks for a username and password

Solution:

- 1) From the home screen, click “Settings”
- 2) On the left-hand side, click “Wi-Fi”
- 3) On the right-hand side, click the “Wi-Fi” to “Off”
- 4) Wait 60 seconds
- 5) On the right-hand side, click the “Wi-Fi” to “On”
- 6) Try to access your email and browse the internet via Safari

