How to configure your mobile device with UDS Exchange

Following are instructions on how to configure your mobile devices whether it is on an iPad, iPhone or Android phone to UDS Exchange.

You will need to be connected to the internet, via 3G or WiFi.

Your username is your UniID. Your password is your HORUS password. These are used when logging into your computer in the morning.

If you have any issues during the setup, please contact the F&S IT Helpdesk on 612 50444 or fs.helpdesk@anu.edu.au

iPad/iPhone

1. Click on Settings

2. Select Mail, Contacts, Calendars | Add Account

![Image of iPad settings menu with Add Account highlighted]
3. Select **Microsoft Exchange**

4. Enter your @anu.edu.au email address in the email field

5. Enter **uds** as the domain. Along with your **UniID** and **HORUS** password

6. The description field can be anything you like, and is used for the display name
7. After a short delay, a Server filed will appear. Enter outlook.office365.com

8. Select which features you would like to Sync. Mail, Contacts and Calendars
9. Select Save. Your mail account should now be configured.
Android

1. Click on Applications

2. Click on Settings

3. Scroll down and click on Accounts and sync

4. Click on Add account
5. Click on Microsoft Exchange ActiveSync

6. Enter your @anu.edu.au email address in the email address field

7. Enter your HORUS password in the password field

8. Tap in the field below Domain: user name, enter your UniID

firstName.lastName@anu.edu.au

u1234567@uds.anu.edu.au
9. Tap in the field below Exchange server and type **outlook.office365.com**

10. Click **Next**

11. Click **OK** to confirm