

➤ For iPhone

Follow these steps to setup your Exchange ActiveSync account to your iOS device:

1. Tap **Settings > Mail, Contacts, Calendars > Add Account > Microsoft Exchange**.
2. Enter the information in the fields below, then hit **Next**:



The screenshot shows the 'Exchange' account setup screen on an iPhone. The status bar at the top displays 'Carrier', signal strength, Wi-Fi, and the time '9:42 AM'. The main heading is 'Enter your Exchange account information'. Below this is a blue header with 'Exchange' in the center, 'Cancel' on the left, and 'Next' on the right. The form contains the following fields:

Email	ID@cba.edu.sa
Domain	UBT
Username	ID
Password	*****
Description	My Exchange Account

1. Your iOS device will now try to locate your Exchange Server. Enter your front-end Exchange Server's complete address (mail.cbca.edu.sa) in the **Server** field.



Choose which content you would like to synchronize: Mail, Contacts, and Calendars. Tap **Save** when finished



Note: To modify your exchange settings, Tap **Settings > Mail, Contacts, Calendars**, select your Exchange account, and tap **Account Info**.

➤ **BlackBerry® smartphone**

To integrate a Microsoft® Outlook® Web Access email address using the Email Setup application from the BlackBerry® smartphone, complete the following steps:

1. Press the icon 
2. Setup
3. Open **Email Settings** on the BlackBerry smartphone.
4. The BlackBerry prosumer service agreement just tab accept
5. A list of the well known mail servers will come out like yahoo gmail ...etc. move down until you reach other option
6. Choose **other** from the list of options.
7. Enter the **Email Address** and **Email Password**, then click **Continue (next)**.
8. Account setup confirmation message will come out just tab ok
9. Close

If the BlackBerry Internet Service indicates that there was a problem you can follow these steps:

1. Select **I will provide the settings**.
2. Select **Outlook Web Access (Exchange)**.

Enter the **Outlook Web Access URL**, **User name** and **Mailbox name**, then press **Continue**.

Note: To determine the mailbox name for different versions of Microsoft Outlook Web Access using the following steps:

- **For Outlook Web Access 2003:** Log in to the Microsoft Outlook Web Access account and pause on the **Inbox** folder on the left top corner. On the status bar, the mailbox name should be displayed in the following format.
<https://<mail.cba.edu.sa>/exchange/<mailbox name>/>
- **For Outlook Web Access 2007 and 2010:** The Mailbox name is not required, please enter something simple like first name. ensure there are no special characters or spaces.

To integrate a Microsoft Outlook Web Access email address using the Web login for BlackBerry Internet Service, complete the following steps:

1. Go to the wireless service provider's BlackBerry Internet Service website and log in to the BlackBerry Internet Service account.
2. Click **Set Up Email**.

3. Complete the **Email address** and **Email Password**, and select **Next**.
4. Select **provide additional settings**.
5. Select **Microsoft Exchange (using Microsoft® Outlook Web Access)**, complete the required fields, and select **Next**.

Note: To determine the mailbox name for different versions of Microsoft Outlook Web Access using the following steps:

- **For Outlook Web Access 2003:** Log in to the Microsoft Outlook Web Access account and pause on the **Inbox** folder on the left top corner. On the status bar, the mailbox name should be displayed in the following format. <https://<mail.cba.edu.sa>/exchange/<mailbox name>/>
- **For Outlook Web Access 2007 and 2010:** The Mailbox name is not required, please enter something simple like first name. ensure there are no special characters or spaces.



Samsung Galaxy S E-mail Set-up Guide for campus.edu.sa (Exchange)

Prerequisites:

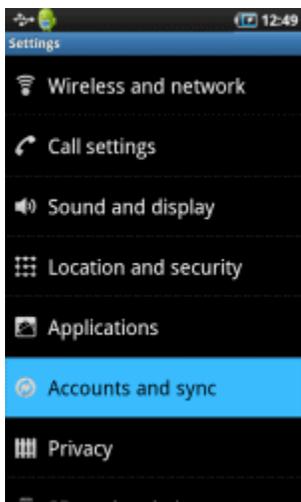
1. Samsung Galaxy S or Galaxy S2 phone and OS Android 2.3. (For [Android 2.2 use this guide](#) ; to find out about your device's OS version: From the home screen, tap the "Menu" button at the bottom-left corner of your device -> choose Settings -> About Phone -> Firmware Version.)
2. If you have not already created an email alias for your user@cba.edu.sa email account.

Email Setup Guide

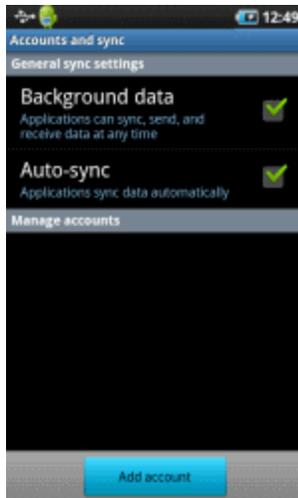
1. Select **SETTINGS** on your home screen.



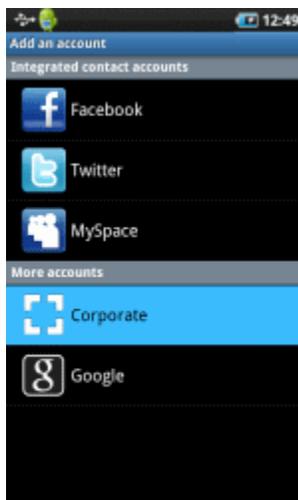
2. Choose **ACCOUNTS AND SYNC** from the settings menu.



3. Choose **ADD ACCOUNT**.

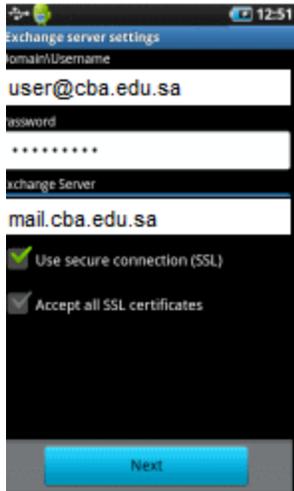


4. Select **CORPORATE**.



5. Type in the following information:

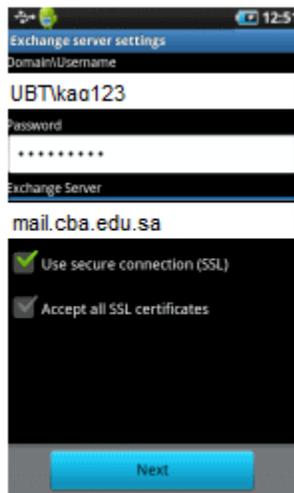
- **E-mail:** Enter your e-mail account information user@cba.edu.sa.
- **Password:** Enter your password.



6. Click **NEXT**.

7. Type in the following information:

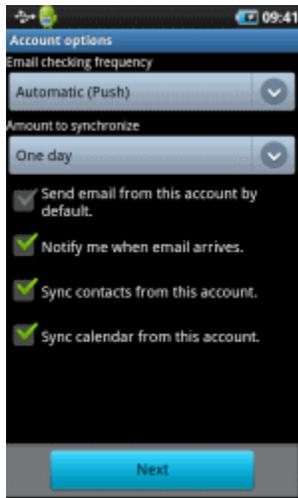
- **Domain\Username:** UBT\username
- **Password:** Your password
- **Exchange Server:** mail.cba.edu.sa



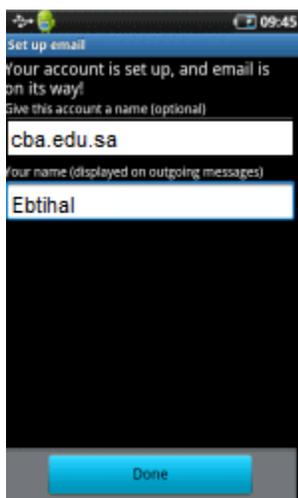
8. Set a check mark for **USE SECURE CONNECTION (SSL)**.

9. Click **NEXT**. Your Exchange account information will now be verified.

10. In the following window you can now decide how much and what information you want to synchronize. Once you have done so, click **NEXT**.



11. Your account is now set up and you can label it. (i.e. Give this account a name: cba.edu.sa ; Your Name: Ebtihal) Once entered, click **DONE** to finish.



12. Your Samsung Galaxy S/S2 will now start synchronization of your e-mail, contacts and calendar. When selecting **EMAIL** from the home screen, you will have access to all your e-mail folders and from **CONTACTS** and **CALENDAR** to your contacts and appointments -- directly from your smartphone.