

Faculty/Staff Email – General Setup

Universal Settings for Exchange

All phones and devices are different, but in most setups for Exchange (or Exchange ActiveSync) you'll need the following info:

- **Username.** This will usually be your SU username, but could also be your full email address or SALISBURY\username.
- **Server.** This will usually be webmail.salisbury.edu.
- **Domain.** This is usually blank, but if it's required use salisbury.edu.
- **SSL.** This should be enabled, usually with a checkbox. Required.

Once you set up your phone for ActiveSync, your calendar, contacts and email should all synchronize automatically. You may also have an option to merge your data with what is already on the phone. Check with your carrier or device manual before merging your data, as it may overwrite the data you already have.

Because your email will check frequently for new email, we recommend that you use a manual “fetch” setting rather than an automatic “push” setting. This will help avoid locking out your account when your password changes and expires if you forget to update your phone or device immediately.

Note that when you add your email to your phone, the process of connecting through Exchange automatically gives some control of your phone to Information Technology, which could perform such actions as preventing software installations, disabling web browsing, or even wiping your phone. While IT has no policies or plans to implement any such policies regarding those actions, you should be aware of the risk before using it. If you are not comfortable with that, you should use your device's web browser to check your email online instead at <http://webmail.salisbury.edu>.

Setting up Exchange on your device gives you some of those options as well. For example, if your device is ever stolen, you can sign onto web access at <http://webmail.salisbury.edu> and remotely wipe your phone by clicking Options and then selecting Phone.

Setting up Email on Your Mobile Device

To find instructions to set up email on your mobile device, click **Tools** and then click **Options**.

- Select **phone** from the menu on the left.
- Click the **set up the device to synchronize with Microsoft Exchange** link.
- Choose your device type, and then choose how you wish to set up your account and follow the instructions using the username, server, domain and SSL info above, if needed.

Setting up Email on your Computer or Laptop

In order to use your SU email within an application on your Computer or Laptop, you will need to set up your mail program by choosing Exchange as the account type and using the settings above. If your mail program does not allow setup with Exchange, you will need to use a web browser to check your email using Web Access instead.