# Mobile Outlook Configuration

Configuring mobile device to access mail, contacts, and calendar.

- Set up Exchange ActiveSync on your iPhone or iPad

- Set up CalDAV on your iPhone or iPad

- Set up CardDAV on your iPhone or iPad

# Set up Exchange ActiveSync on your iPhone or iPad

When you add your Exchange ActiveSync account, you can sync your Mail, Contacts, Calendars, Reminders, and Notes with your iOS device.

## Add your Exchange account

Tap Settings > Mail > Add Account > Microsoft Exchange.

If you're adding another account, tap Accounts > Add Account.

## Enter your email address

Enter your email address, then tap Next. You can also enter an account description.

Cancel        **Exchange**        Next

Email        email@example.com

Description        My Exchange Account

Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device.

Exchange Device ID

# Connect to your account

After you enter your email address, then tap Next.

Tap **Configure Manually** to set up your account. Enter your email password, then tap Next.

You will enter additional server information.

| Server | my.mailhappen.com |
|---|---|
| Username | *your email address* |
| Password | *your password* |

Email        john@example.com

Server       my.mailhappen.com

Domain       Optional

Username     john@example.com

Password

Description  Exchange

Adding an Exchange account will allow the Exchange

# Sync your content

You can sync Mail, Contacts, Calendars, and Reminders. When you're finished, tap Save.
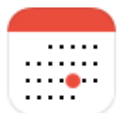
Cancel **Exchange** Save

Mail

Contacts

Calendars

Reminders

# Done

The Exchange ActiveSync account is added. You can use Mail App to see your email, Calendar App for events, and Contacts App for contacts.

# Set up CalDAV on your iPhone or iPad

When you add your CalDAV account, you can sync your Calendars with your iOS device.

## Add your CalDAV account

Tap Settings > Calendar > Add Account > Other.

 If you're adding another account, tap Accounts > Add Account.

Tap Add CalDAV Account.

MAIL

Add Mail Account   ›

CONTACTS

Add LDAP Account   ›

Add CardDAV Account   ›

CALENDARS

Add CalDAV Account   ›

Add Subscribed Calendar   ›

# Enter CalDAV information

Enter information as below, then tap Next.

| Server | my.mailhappen.com |
|---|---|
| User Name | *your email address* |
| Password | *your email address* |

Cancel    **CalDAV**    Next

Server      my.mailhappen.com

User Name   john@example.com

Password

Description   my.mailhappen.com

# Sync your content

You can sync Calendars and Reminders. When you're finished, tap Save.

**CalDAV**

Calendars

Reminders

# Done

The CalDAV account is added. You can use Calendar App to see all your events.

# Set up CardDAV on your iPhone or iPad

When you add your CardDAV account, you can sync your Contacts with your iOS device.

## Add your CardDAV account

Tap Settings > Contacts > Add Account > Other.

If you're adding another account, tap Accounts > Add Account.

Tap Add CardDAV Account.

MAIL

Add Mail Account ›

CONTACTS

Add LDAP Account ›

Add CardDAV Account ›

CALENDARS

Add CalDAV Account ›

Add Subscribed Calendar ›

# Enter CardDAV information

Enter information as below, then tap Next. You can also enter an account description.

| Server | my.mailhappen.com |
|--------|-------------------|
| User Name | *your email address* |
| Password | *your password* |

Cancel          **CardDAV**          Next

Server          my.mailhappen.com

User Name       john@example.com

Password

Description      my.mailhappen.com

# Done

The CardDAV account is added. You can use Contacts App to see all your contacts.