

Email Configuration for Smartphone's and other Devices

Smart Phones and other devices require unique steps to set up email. With so many makes and models it is difficult for the Technology Department to have specific instructions for each kind. Listed below are the basic settings used by our email server. Please read your mobile device's user's manual to determine how to setup your particular phone or device. **The Technology Department will NOT perform this task for you or provide support for any personal smart phone or wireless device.**

If your phone supports **Microsoft Exchange mode** or **Exchange ActiveSync** then please use this as the **preferred method** to connect. Exchange configurations use the same settings for the Incoming Email and Outgoing Email servers.

Some service providers require the device to use the provider's server as the Outgoing Email Server. Consult your service provider to determine the proper settings for Outgoing Email Server.

iPhone:

Click on the link [here](#), this will bring up the iPhone exchange web page which has detailed instructions on how to setup your email.

Android:

Click on the link [here](#), once the web page comes up view the instructions or download the PDF on how to configure your email.

Blackberry:

Click on the link [here](#), once the web page comes up select your phone's model and download the user's guide; this will have detailed instructions on how to setup your email.

Rich Township Email Server Information:

Email Server Type: ex: Exchange

If your device supports an **Exchange Server** or **Exchange ActiveSync** you should choose this option (preferred). **POP** can be used however this method is not recommended.

ActiveSync or Exchange Server: mail.rich227.org

Incoming Mail Server: mail.rich227.org

Outgoing Mail Server: mail.rich227.org (unless otherwise listed by your device's user's manual; for example AT&T uses their own Outgoing email server)

Domain: rich or rich.local

Username: ex: jdoe (username)

Note: If domain was not used above or it does not authenticate you may need to precede your username with the domain name. ex: rich\jdoe

Password: ***** (password)