

Email Configuration for Smartphones and other Mobile Devices

Smart Phones and PDAs are very unique devices requiring unique steps to set up email. With so many makes and models it is difficult for Campus Technology Services to have specific instructions for each kind. Listed below are the basic settings used by OCU's email server. Please read your mobile device's user's manual to determine how to setup your particular phone or PDA.

If your phone supports **Microsoft Exchange mode** or **Exchange ActiveSync** then please use this as the **preferred method** to connect. IMAP, POP and Exchange all 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.

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.

iPhone:

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

Palm:

Click on the link [here](#), once the web page comes up select your phone model and service provider, this will bring up a new page that will have among other things instructions on how to configure your email.

OCU Email Server Information:

Email Server Type: ex: IMAP, POP, and Exchange

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

ActiveSync or Exchange Server: email.okcu.edu

Incoming Mail Server: email.okcu.edu

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

Username: ex: **jdoe** (OCU username) or **jdoe.stu** (for students)

Password: ********* (OCU password)