Connecting your Tablet & Smartphone
To be able to use ESADE’s Wi-Fi (or “wireless”) network, be sure to follow the instructions as follows.

**Connecting to the WiFi network with iPad/iPhone**

**Step 1**: Firstly, check to make sure that the Wi-Fi card in your iPad is enabled. For this, go to **Settings** icon and Wi-Fi section. Activate Wi-Fi button and select “esade” network.

**Step 2**: You should be able to use your e-mail, surf the net and access our Intranet services.

⚠️ We recommend you deactivate any pop-up blockers so that you can surf the web without any interruptions. Check it in **Settings** icon, **Safari** section: **Block pop-ups**
Enabling and configuring your Wi-Fi card.

Connecting to the network.
ESADE mail service can be accessed using different configurations. This document explains the differences between these configurations to help the user to choose the most appropriate one.

**Exchange**

This is an advanced e-mail solution, providing numerous integrated collaborative tools (calendar, task list, contacts and notes). It is recommended for people who need mobility and want to access their mail and folders from different locations.

This is a safe option as the messages are stored on the server which is heavily protected against data loss.

**Webmail**

This is the best option if you don’t want any unnecessary complications. To access webmail you don’t have to configure anything. All you have to do is open an Internet browser and introduce your mail server’s URL address. In just a few seconds you’ll have access to your messages, contacts, calendar, etc.

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**Exchange configuration for iPad/iPhone**

Setting an exchange account is really easy in iPad or iPhone, just follow the instructions as follows.

**Step 1:** Select **Settings** icon and go to **Mail, Contacts, Calendars** section. Select **Add Account**... You’ll see the following window:

![Exchange settings window](image)

**Step 2:** Select **Microsoft Exchange** and introduce following fields:

- **Email:** name.surname@alumni.esade.edu
- **Password:** your ESADE password
- **Description:** as you prefer (ESADE)

![Exchange configuration fields](image)

**Step 3:** Finally you have to choose options you want to synchronize in your iPad or iPhone, as follows.

![Exchange synchronization options](image)
Configuring GMAIL account in iPad/iPhone

Setting a GMAIL account is really easy in iPad or iPhone, just follow the instructions as follows.

**Step 1:** Select **Settings** icon and go to **Mail, Contacts, Calendars** section. Select **Add Account…** You’ll see the following window:

**Step 2:** Select **Gmail** and introduce following fields:

- **Name:** Name Surname
- **Address:** example@gmail.com
- **Password:** ********
- **Description:** Gmail

**Step 3:** Finally you have to choose options you want to synchronize in your iPad or iPhone.

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Configuring Exchange account in Android

Follow these steps to configure your Exchange account in android.

**Step 1:** Open the **Android e-mail** application

**Step 2:** Setup will vary depending on the Android version and customisation. Bellow are exemples of some of the most common.

**SONY, Android 4.0**

**Step 3:** Introduce your **e-mail address** (name.surname@alumni.esade.edu) and password.

**Step 4:** Click on **Manual setup** and select the type of account: **Exchange ActiveSync**.

**Step 5:** Introduce following fields:

- **Domain\Username:** ESADE\name.surname@esade.edu
- **Password:** your ESADE password
- **Server:** outlook.office365.com

Activate **Use secure connections (SSL)** and **Accept all SSL certificates** checkboxes.
Step 6: Click on Next.

HTC, Android 4.1

Step 3: Select Microsoft Exchange ActiveSync as the type of account.

Step 4: Introduce your e-mail address (name.surname@alumni.esade.edu) and password. Then click on Next.

Step 5: Introduce following fields:
- Email: name.surname@alumni.esade.edu
- Server: outlook.office365.com
- Domain: no necessary
- Username: name.surname@esade.edu
- Password: your ESADE password

Activate This server requires an encrypted SSL connection checkbox.

SAMSUNG, Android 4.0

Step 3: Introduce your e-mail address (name.surname@alumni.esade.edu) and password and click on Manual setup.

Step 4: Select Microsoft Exchange ActiveSync as the type of account.

Step 5: Introduce following fields:
- Domain\Username: ESADE\name.surname@esade.edu
- Password: your ESADE password
- Server: m.outlook.com
Activate **Use secure connection (SSL)** checkbox.

**Step 6:** Click on Next.

**Step 7:** Accept all the safety and security warnings and select the data you want to synchronise. Close the wizard after indicating the data you want to synchronise (e-mail, calander, contacts and tasks) and the frequency (scheduled or manual push).

**Step 8:** Setup complete. The initial synchronization should only take a few seconds to complete.

### Configuring Gmail account in Android

To configure Gmail account on an Android device you can install the Gmail App or just follow the steps bellow.

**Step 1:** Enable **IMAP** in your Gmail settings visiting mail.google.com.

**Step 2:** Go to **Menu** and select the **Email** icon. You’ll see the following windows:

**Step 2:** In the next window write your email in the field and select **Manual setup**. Then select IMAP account.

**Step 3:** Then introduce following fields on the incoming server settings:

- **IMAP Server:** imap.gmail.com
- **Username:** enter your full Google email address
- **Password:** your password
- **Port:** 993
- **Security type:** SSL

**Step 4:** On the Outgoing server settings page, some fields may be pre-populated. Make sure to change the following:

- **SMTP3 Server:** smtp.gmail.com
- **Port:** 465
- **Security type:** SSL

**Step 5:** Finally you have to choose options you want to synchronize in your smartphone, as follows.

![Account settings](image)
Configuring your e-mail account for Blackberry

This manual explains how to configure your email directly from your BlackBerry assistant in four easy steps

Step 1: Click on the Settings icon on the Main Home screen.

Step 2: In the Setup section, click on the E-mail accounts icon.

Step 3: Click on the option, Internet mail account, and follow the instructions on the various screens to configure your account, bearing in mind that it has to be an IMAP type of e-mail account.

Step 4: When asked to introduce your e-mail address, remember that students should introduce it as follows name.surname@alumni.esade.edu while PAS staff, faculty and researchers should introduce it as follows name.surname@esade.edu.

Step 5: Introduce the following information in the server fields to receive and send mail:

**IMAP Settings**
- **Server name**: outlook.office365.com
- **Port**: 993
- **Encryption method**: SSL

**SMTP setting**
- **Server name**: smtp.office365.com
- **Port**: 587
- **Encryption method**: TLS

Step 6: Accept all the warning messages that pop up.

Step 7: Setup complete. After successfully configuring your e-mail account, you’ll see a confirmation message. To check and manage your e-mail messages, click on the Message icon on your home screen.

The initial synchronisation should take just a few seconds.

**NOTE:** To configure ESADE BlackBerry devices, please contact the CAU office.

How to contact us

You have many possibilities to contact us. We are available at the IT Office, by phone or by e-mail.

You can find us in the IT Office open all weekdays from 8:00h to 22:00h and Saturdays from 8:00h to 14:00h.

You can also call at the internal phone number 4003 or at the external phone number 93 567 66 99 if you are outside ESADE.

It’s also possible to send your inquiries by e-mail to cau@esade.edu and the IT crew will reply you as soon as possible.

If you need more information or devices guides, you can find it at the following link:

http://shared.esade.edu/infotic/Alumnos