

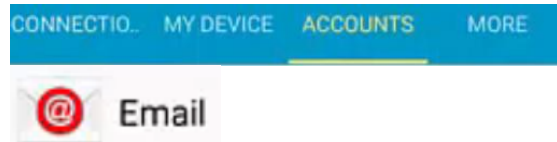
Student Email on the go - Android Smartphone



You can access your Northumbria student email on the go via your Android Smartphone.
When connecting on campus select our **NU Smartphone** WiFi network.

Note: These settings/images may vary slightly across different Android devices.

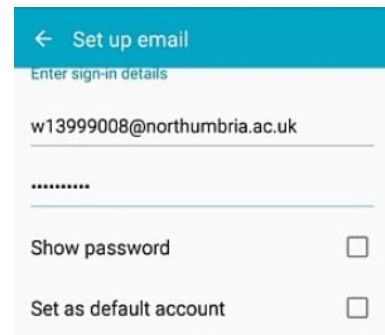
- From your Home screen tap **Settings** > **Accounts** > **Email** > **Settings**



If you don't have an account set up, just tap Settings and the + icon in the top right hand corner

- Enter the following details:

Email Address:	Your Northumbria username + @northumbria.ac.uk e.g. w12345678@northumbria.ac.uk
Password:	Your Northumbria password This is the same password you use to logon to Northumbria University IT facilities such as the Student Desktop, My Northumbria, eLearning Portal or Simply Web.

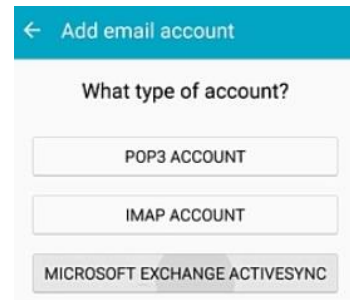


- Tap **Next**

- For Account type select **Microsoft Exchange ActiveSync**

- Enter further details as follows

Domain / user name:	Enter the same details as for Email Address earlier
Exchange Server:	outlook.office365.com



- Ensure **Use secure connection SSL** is ticked



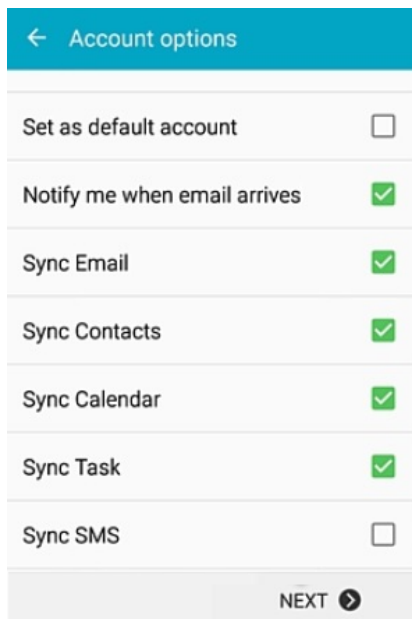
- Select **Next**

- When prompted with the **Activation** screen tap **OK**

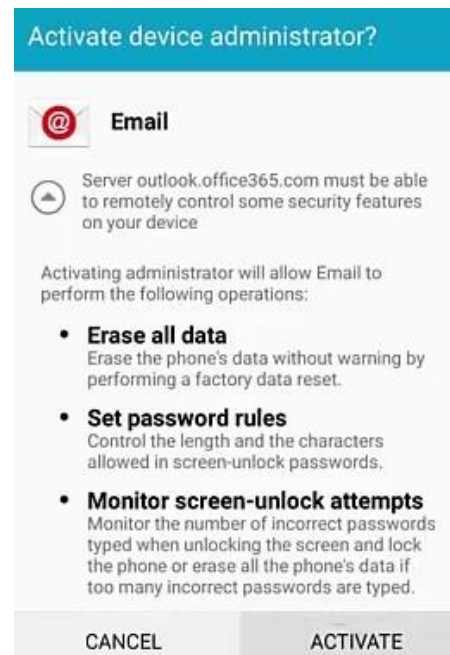
- When prompted tap **OK** on the **Remote Security** screen



- 10 Choose what and when you want to sync with your student email then tap **Next**.



- 11 Tap **Activate** to continue.



- 12 To Name the account – we recommend **Student Email** so you can easily identify this account amongst any others you have set up.
- 13 Tap **Done**, your device will begin to connect and your student mailbox will be displayed.

CAUTION: Please remember that when you synchronise the email on your mobile, the connection works both ways. Therefore, when you delete items from your mobile device they are deleted from your Northumbria email account.

IT Support – open 24 hours, 365 days a year

