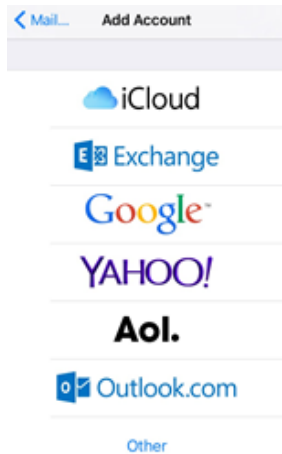


# Student Email on the go - Apple iPhone and iPad



You can access your Northumbria student email wherever you are via your iPhone.  
When connecting on campus, select our **NU Smartphone** WiFi network.

- 1** From **Home**, tap **Settings** then **Mail, Contacts, Calendars**



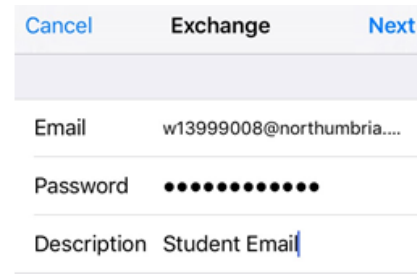
- 2** Tap **Add Account**

- 3** Tap **Microsoft Exchange**



- 4** Enter the following details:

Email:	Your <b>Northumbria username + @northumbria.ac.uk</b> e.g. w12345678@northumbria.ac.uk
Password:	Your <b>Northumbria password</b>  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.
Description:	Enter <b>Student Email</b> so you can easily identify this account amongst any others you have set up.



- 5** Tap **Next**

- 6** If prompted for further details, enter:

Domain:	UNN
Username:	Enter the same details as for <b>Email</b>
Server	outlook.office365.com

7 Tap **Next**.

When you've completed all the fields, they will show with a TICK beside them.

Cancel	Exchange
Email	w13999008@northumb... ✓
Server	outlook.office365.com ✓
Domain	unn ✓
Username	w13999008@northumb... ✓
Password	..... ✓

8 Make sure **Mail** and **Calendars** are set to **ON** to sync.

You can select other options if you'd like to have them on.

Then tap **Save**.

Mail	Contacts	Calendars	Reminders	Notes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mail Days to Sync: No Limit >

9 To access your email go to your **Home** screen and tap **Mail**

Your **Student Email** account will be listed here.



**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

Email:	it.helpline@northumbria.ac.uk
Phone:	0191 227 4242
Online Search:	northumbria.ac.uk/knowhow
Chat:	northumbria.ac.uk/itchat