Accessing Student Email – Windows 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. These settings/images may vary slightly across different Windows devices.

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.

1. From your home screen, either flick left or tap the arrow to go to the Apps menu
2. Tap Settings then Email + Accounts
3. Tap Add an Account and then Advanced Setup
4. 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, Blackboard or Simply Web.
5. Tap Next
6. The Advanced Setup page will appear – tap Exchange ActiveSync
7. Now enter further settings as follows:
   - Username: Enter your Northumbria username + @northumbria.ac.uk
     e.g. w12345678@northumbria.ac.uk
   - Domain: UNN
   - Server Address: outlook.office365.com

8. Ensure server requires encrypted (SSL) connection is ticked
9. Enter a name for your mailbox in the Account Name field – we recommend Student Email so you can easily identify this account amongst any others you have set up
10. When you have finished tap Sign In, return to your Home screen, wait a few seconds for the phone to sync. You will see that a new Outlook icon appears – tap on this to access your Northumbria email.

**24 HOURS**

IT SERVICE DESK - OPEN 24 HOURS, 365 DAYS A YEAR

- Email: servicedesk@northumbria.ac.uk
- Phone: 0191 227 4242
- Chat: northumbria.ac.uk/itchat