


Student Email on the go - Windows Smartphone



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

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

- 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, My Northumbria, eLearning Portal or Simply Web. |

- 5 Tap **Next**

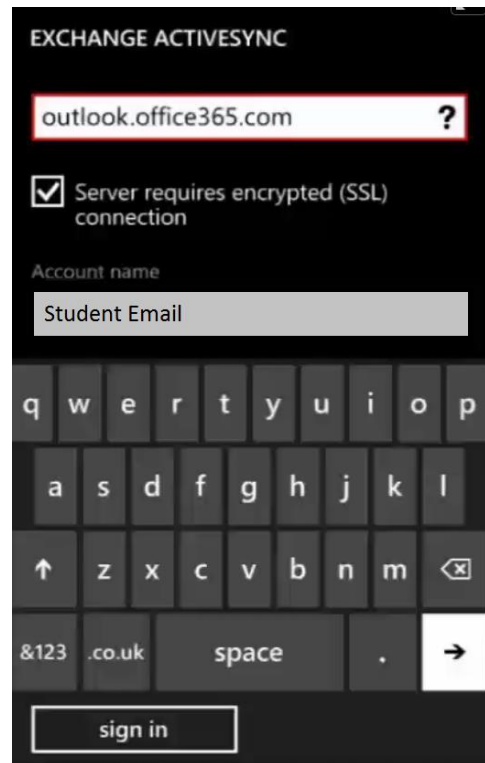
- 6 The Advanced Setup page will appear – tap **Exchange ActiveSync**

- 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.  **Server requires encrypted (SSL) connection**

- 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**
- 11 Return to your Home screen, wait a few seconds for the phone to sync, then you will see that a new Outlook icon appears – tap on this to access your Northumbria emails.



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

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| Phone: 0191 227 4242 |
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