Accessing Student Email – Outlook App (All Devices)

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 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. Access your App Store, search for Microsoft Outlook and install the App onto your phone as you would normally

2. Once installed, tap the app to open

3. In the Email Address field enter your Northumbria details in the format: Northumbria username + @northumbria.ac.uk e.g. w12345678@northumbria.ac.uk

4. Tap Add Account and you’ll be taken to a Northumbria University login page

<table>
<thead>
<tr>
<th>Username</th>
<th>Should already be filled in from step 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td>Your Northumbria password</td>
</tr>
<tr>
<td></td>
<td>This is the same password you use to logon to Northumbria University IT facilities such as the Student Desktop, Blackboard or Simply Web</td>
</tr>
</tbody>
</table>

5. Tap Sign In

Your phone may ask you if you’d like to turn on notifications – this means you’ll get an extra alert for any items you receive into your account. Choose whatever suits you best

Enable Notifications
Outlook uses notifications as a way to make sure that your inbox is always up to date. Disabling them might delay email delivery.

No, Thanks | Turn On

6. Your mailbox will now start to sync so that your emails, calendar items etc. appear

7. Once completed you can navigate through the options available using the bottom menu