NMMU Student Email Setup on your Android Device

Please note that some options may vary if you have changed your theme and/or settings on your device to personalize it for yourself.

1. Navigate to the **Apps** button and click on it

2. Navigate to **Settings** and click on it

3. Navigate to **"+ Add account"** and click on it.
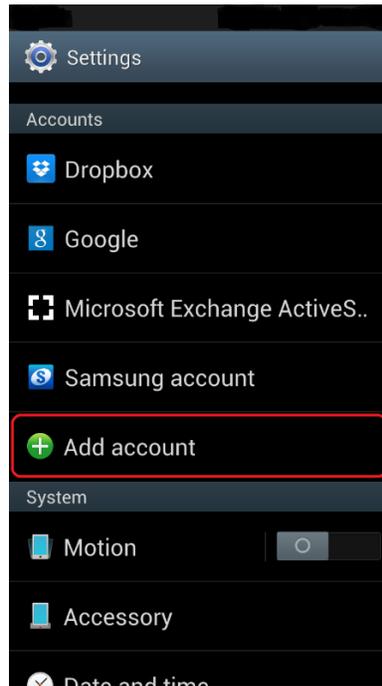
4. Navigate to **"Microsoft Exchange ActiveSync"** and click on it.
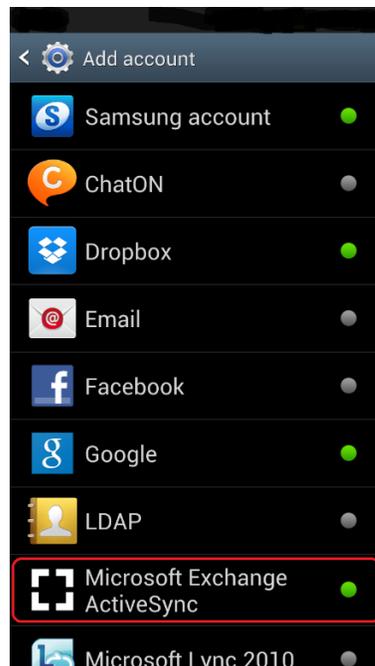
5. Enter your **Email address** s1234567@nmmu.ac.za and your **NMMU Password** below (The password you use to log onto computers at NMMU). When you have completed, click on **"Manual setup"**.
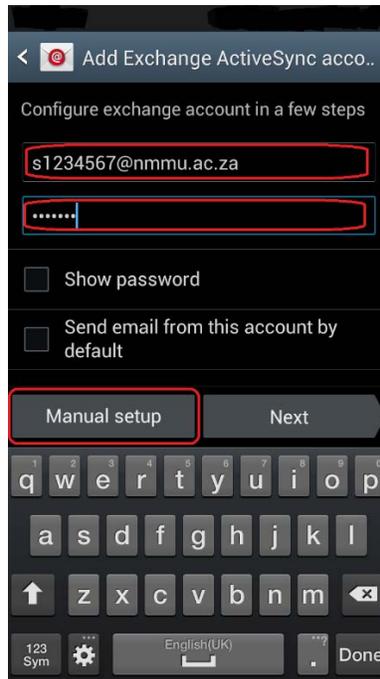
6. Once you have clicked **"Manual setup"** check your username and make sure it is s1234567@nmmu.ac.za and your password will remain the same as previously entered. At **"Exchange server"** enter the server name **outlook.office365.com** and click next.
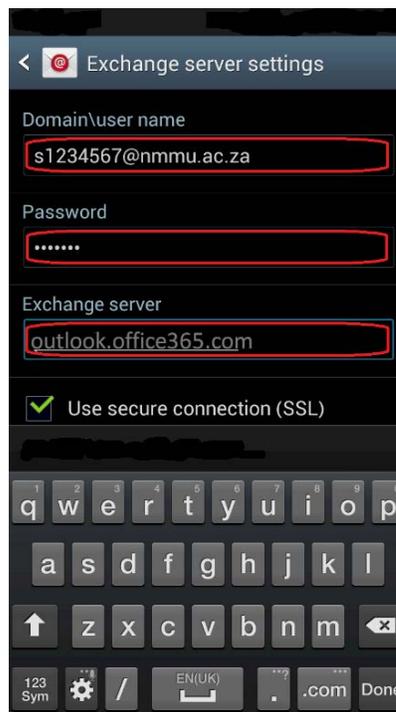
7. A prompt will appear asking you to activate your account to which you should click **"OK"**
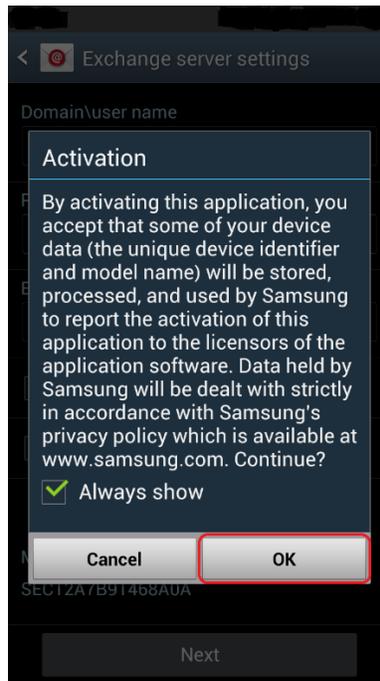
8. It will then check the server settings to verify if the details you have entered are correct.
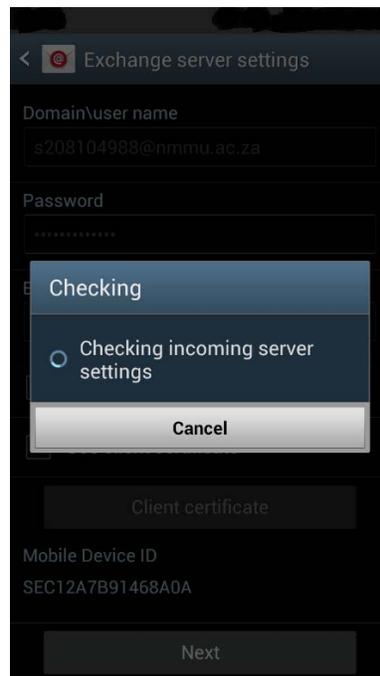
9. If all your details are correct it will then prompt you for final confirmation to which you should click **"OK"**
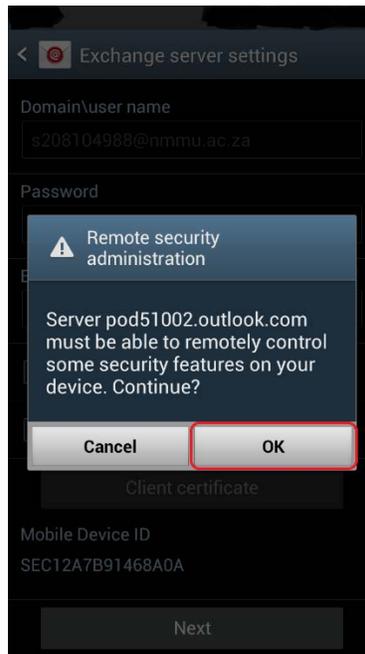
10. Simply choose the setting times you would like your phone to sync your Student Email, click Next when you done and you email will be setup on your Android Device.