



How to access your student email account from a Windows mobile device

Instructions

You can set up your student email account on a Windows mobile device (phone or tablet) by following a few simple steps.

- 1 Press the **Windows** key
- 2 Swipe to the right and find and select **Settings**
- 3 Find and select **email + accounts**
- 4 Select **+ add an account**
- 5 Select **Outlook**
- 6 Tap in the Email address box and enter your full university email address (for example T.Smith@uni.brighton.ac.uk)
- 7 Tap in the password box and enter your password then tap sign in.
- 8 Tap in the Username box and enter your university username followed by **@uni.brighton.ac.uk** (for example, ts40@uni.brighton.ac.uk)
- 9 Enter **UNIVERSITY** in the domain box then tap **sign in**.
- 10 Once the account has been configured successfully you'll see an "account added" message.
- 11 Tap on your new account link to edit the settings. You can, for example, change the Account name to one that is more memorable for you and decide how often you want to download new mail.
- 12 When you are happy with your choices, click the tick to accept the changes you have made
- 13 To access your email, click the **Windows** button and scroll down until you see your new account. Note that you can have more than one account easily accessible from your home screen.
- 14 You may need to click the Synchronise button to display your most recent email messages

Note - if you access email or other university systems with your own device, you **MUST** set a passcode to prevent other people accessing your data or pretending to be you!

For more information, see [Email services for students](#) on the Information Services website. This site also has information on downloading Microsoft Office apps to your device for free.