




How to access your student email account from an Apple iOS device

You can set up your student email account on an Apple iOS device (an iPhone, iPod or iPad). Most people connect via the Mail app, however you also have the option to connect using Microsoft's Outlook app. Both methods are included in this document.

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.

Connecting using the Mail app

- 1 On the **Home** screen, tap "**Settings**"
Either Tap "**Mail, contacts, calendars**", OR with iOS 11, tap **Accounts & Passwords**
- 2 Tap "**Add account**"
- 3 Choose the "**Exchange**" account type
- 4 Under **email address**, enter your **username** followed by **@uni.brighton.ac.uk**. For example, abc1@uni.brighton.ac.uk
- 5 Enter your **username** followed by **@uni.brighton.ac.uk** as your **username**, e.g. abc1@uni.brighton.ac.uk
- 6 Enter your usual university password in the Password field
- 7 Under description, give the account a descriptive name, for example 'University email'
- 8 Tap **Next**, your device should automatically detect the appropriate settings and ask you which items you'd like to synchronise to your device. If prompted for a server address during the setup process, please enter **outlook.office365.com**.
- 9 To see your emails, tap the **Mail** icon. 

Connecting using Microsoft's Outlook app

Outlook, Word, Excel, and Powerpoint can be downloaded to mobile devices from the App Store, and activated using your university Office 365 account.

See <https://staff.brighton.ac.uk/is/computing/Pages/FreeOffice4students.aspx> for information on how to do this.