



University of Brighton

Information Services

How to set up staff email on your iOS device (iPhone, iPod or iPad)

This document shows you how to set up a connection between your Apple mobile device and your university staff Exchange mail account, so that you can use your Apple device to:

- receive and send university emails
- check and update your university Exchange calendar
- sync your contacts from your university Exchange account to your mobile device
- sync your notes from your Apple mobile device to your university Exchange mail account

Note: The instructions below assume that you are connected to the internet on your device.

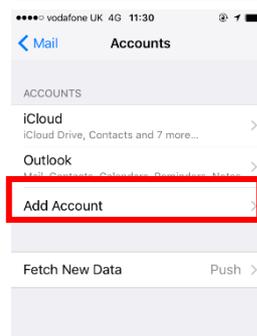
These instructions show how to set up an ActiveSync the connection to the university's Exchange server.

1 Set up your staff mail account using the Mail app

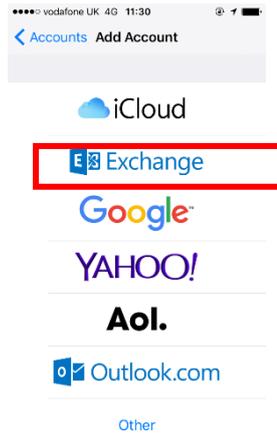
1. Tap the **Settings** icon (shown bottom right)
2. Then either:

For iOS 7-10, tap **Mail, contacts calendars** and then tap **Accounts**
OR

For iOS 11, tap **Accounts & Passwords**
3. Tap **Add Account**



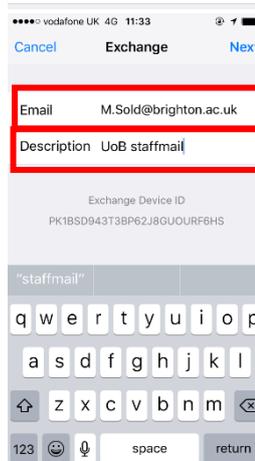
4. Tap **Exchange**



5. In the **Email** field, type in your university email address in full

6. Type a name for the account in **Description**

7. Click **Next**



8. Your email address will be used to find the university email server so that your account is set up correctly. If you are asked to choose between Configure Manually and Sign in, select **Sign In**

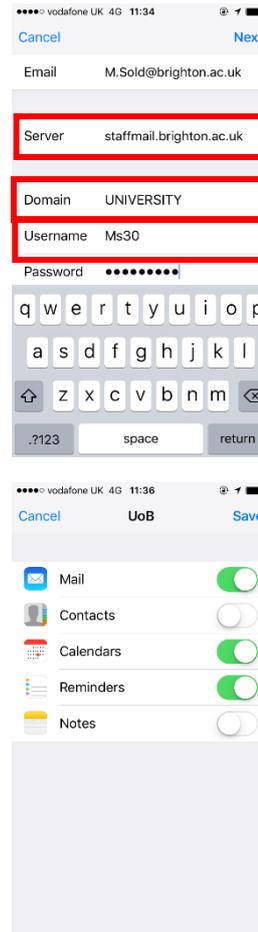
9. Type in your password

10. Click **Next**





11. In the **Server** field type **staffmail.brighton.ac.uk**
12. In the **Domain:** field type **UNIVERSITY**
13. In the **Username:** field type your university username and click **Next**
14. Enter your password again if necessary
15. Choose which services you want to sync
16. To finish, tap **Save**

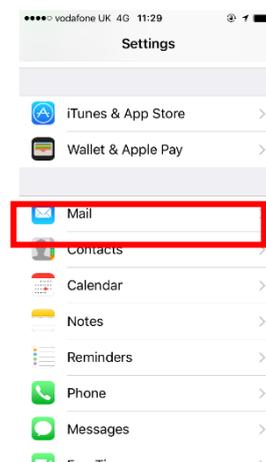


2 Useful tips

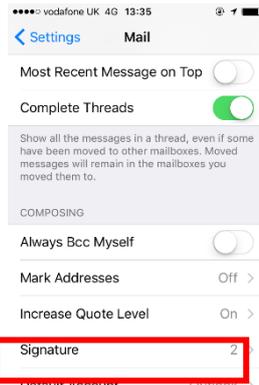
2.1 Set your email signature

By default, any emails messages sent from your Apple device will have the signature “Sent from my iPhone/iPad”. To change this to something more professional:

1. Tap **Settings** icon again and then
2. Scroll down and tap **Mail**



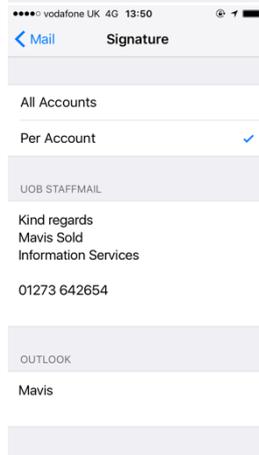
3. Scroll down and tap **Signature**



4. If you have more than one email account, tap **Per Account** to set a different signature for each email account

5. Type the signature(s)

6. Tap **Mail** to return to the mail settings



2.2 Set your default email account

If you have multiple email accounts set on your mobile device, the default account indicates which email account your mail will be sent from when sending from apps outside of the mail app, e.g. if you send a photo from your photostream.

The default account will not affect the account used to reply to emails from within the Mail app.



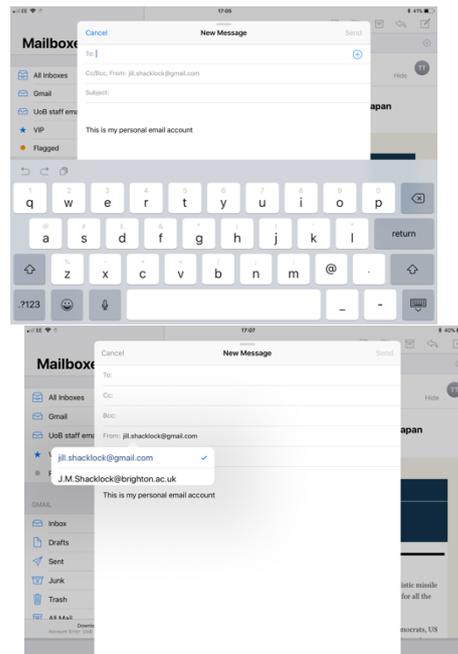


1. Tap the **Settings** icon
2. Scroll down and tap **Mail**
3. Scroll down and tap **Default Account**
4. Choose which account to use as your default

2.3 Overriding the default

You can change this setting for individual messages. When you start a new message,

1. Tap **Cc/Bcc, From** in the mail header to display more headings
2. Tap the **From** heading and select a different address



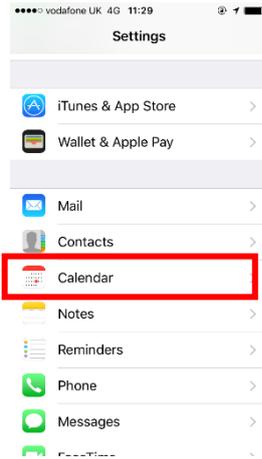
2.4 Set your default calendar

When you add an appointment to your calendar, it will automatically save to your default calendar unless you change the calendar from within the appointment. To save you time, set your default calendar to be the calendar that you use most often on your mobile device. For instance, if you have a personal email account and your university email account set up, but only ever use your university calendar, set the default to be your university calendar.

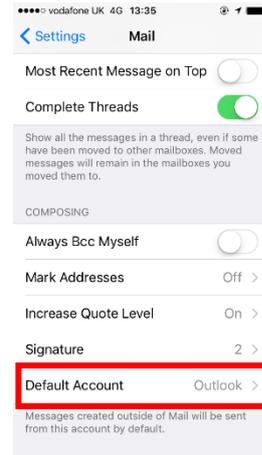
You can always override the calendar from within an individual appointment.



1. Tap the **Settings** icon

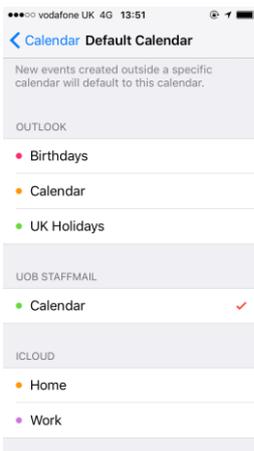


2. Scroll down and tap **Calendar**



3. Scroll down and tap **Default Account**

4. Choose which account to use as your default



5. Tap the account you want to set as your default calendar so that a tick appears next to it



3 Further information

If you've not used Mail or Calendar on your mobile device before, you may find the following videos on Lynda.com useful:

- [Manage and reply to incoming email \(iOS 10: iPhone and iPad Essential Training\)](#)
- [Add events to your calendar \(iOS 10: iPhone and iPad Essential Training\)](#)

Note that you may need to sign in to Lynda.com with your university username and password to watch these videos.