



Viewing University Email on Your iPhone, iPad or iPod

- Select **Settings**
- Select **Mail, Contacts and Calendars**
- Select **Add Account**
- Select: **Microsoft Exchange**
- Enter your full length email address (e.g. **firstname.familyname@canterbury.ac.uk**)
- Enter your **University Password**
- Enter a description such as **CCCU**



- Select **Next**
- In **Server** enter: outlook.office365.com
- Leave the **Domain** field blank
- Under **Username** enter: **username@canterbury.ac.uk**
NOTE: this is NOT your email address but your username – the same login you use on University computers, e.g. abc1@canterbury.ac.uk

- Click **Next** and select the content what you want to view on your device (i.e. email, contacts, calendar, tasks) and click **Save**.

Don't forget: If you change your University password you will also need to change it on your mobile device to continue to be able to view your University email.

To forget an existing mail account, use the following steps:

- In Settings, select Passwords & Accounts
- Select Exchange (or CCCU)
- Scroll to the bottom of the page
- Select 'Delete Account'
- Add your new account as explained above