



Viewing University Email on Your Windows Mobile Device

- 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**
- 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)
- When you are finished, 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.