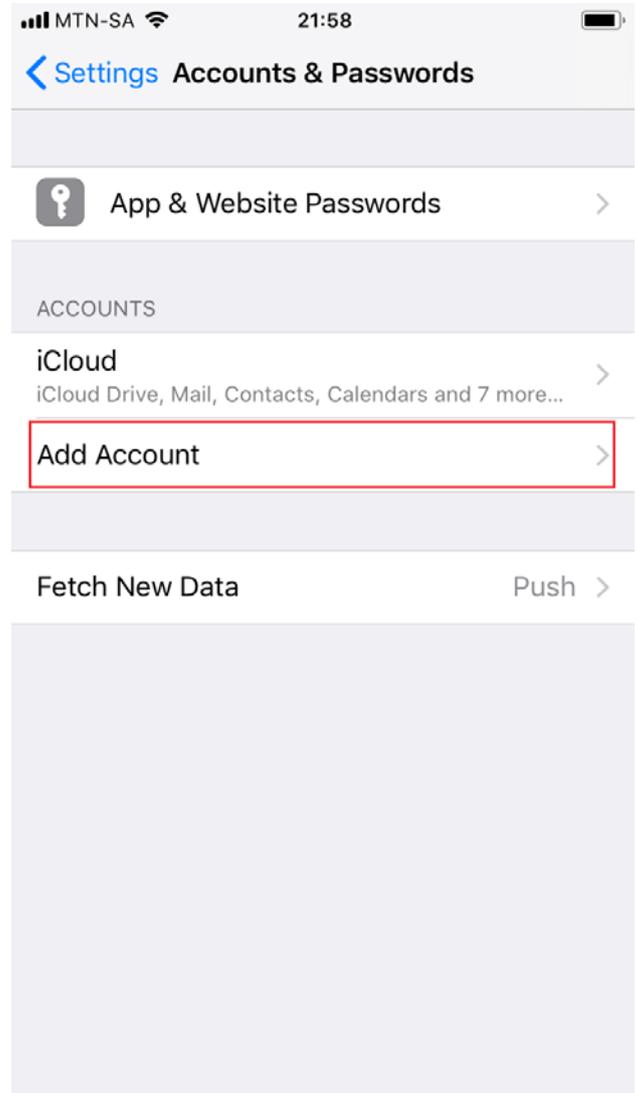


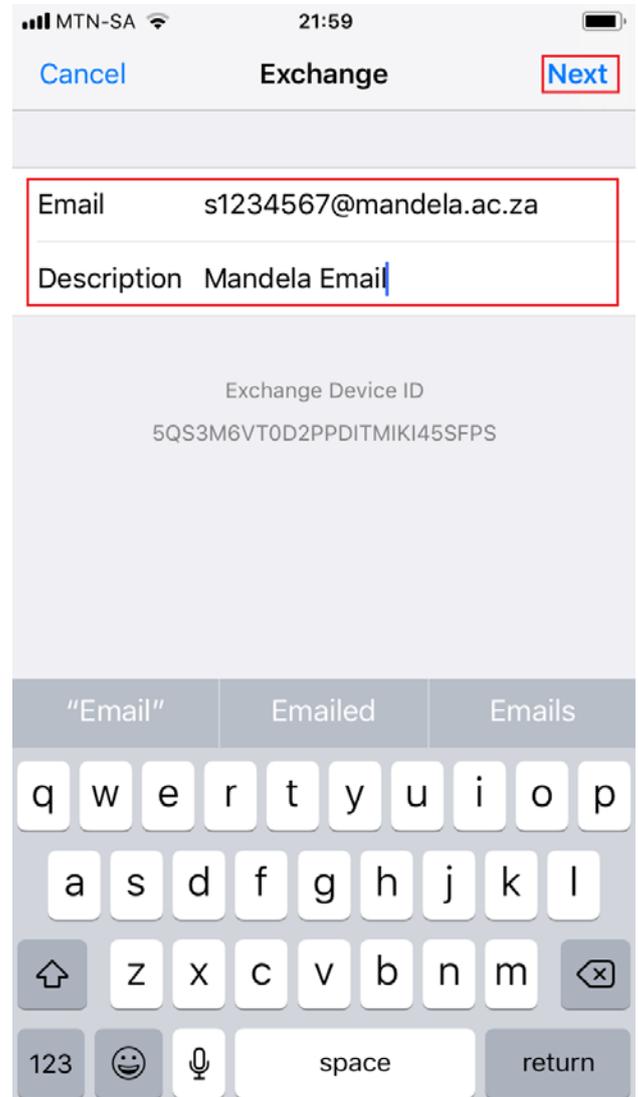
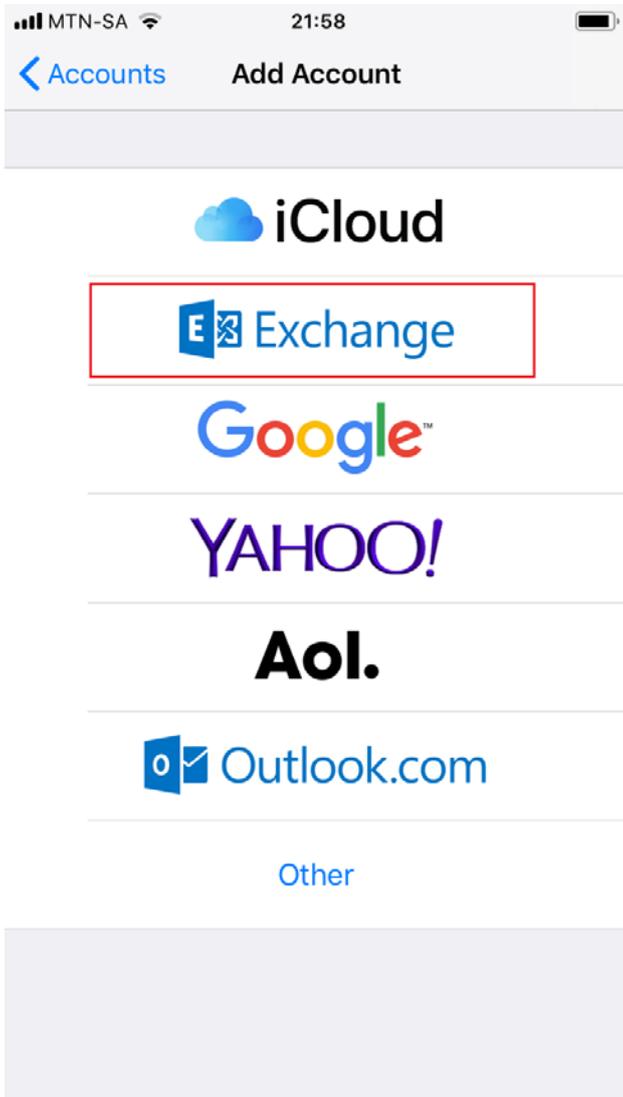
Email setup on your Apple device

Please note that some options may vary depending on your make, model, apple version, as well as any theme and/or settings that you may have applied to personalize the device for yourself.

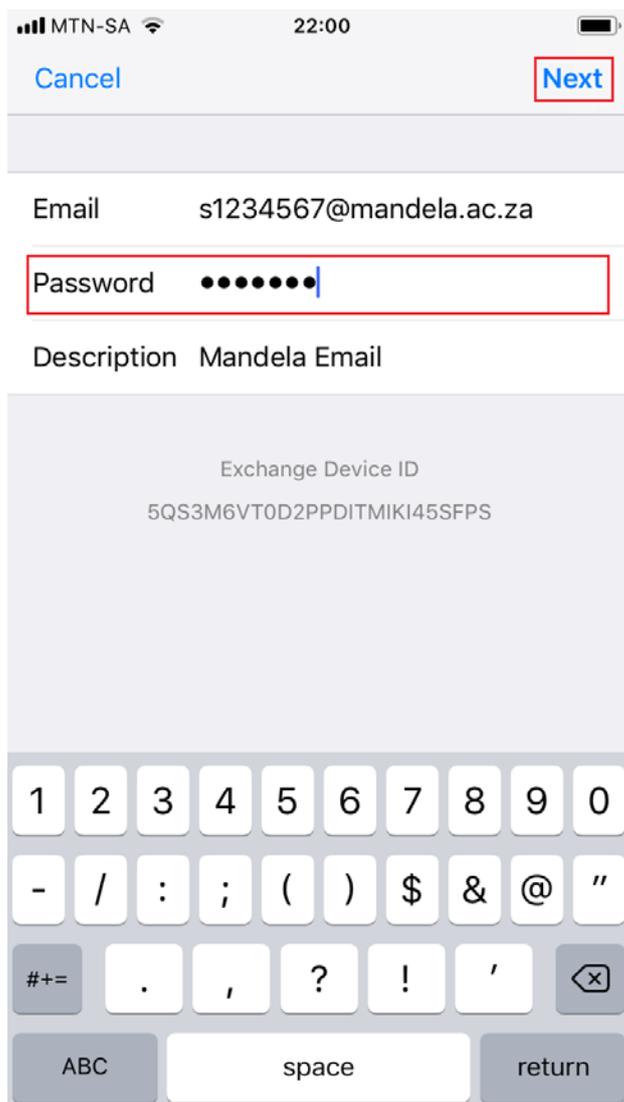
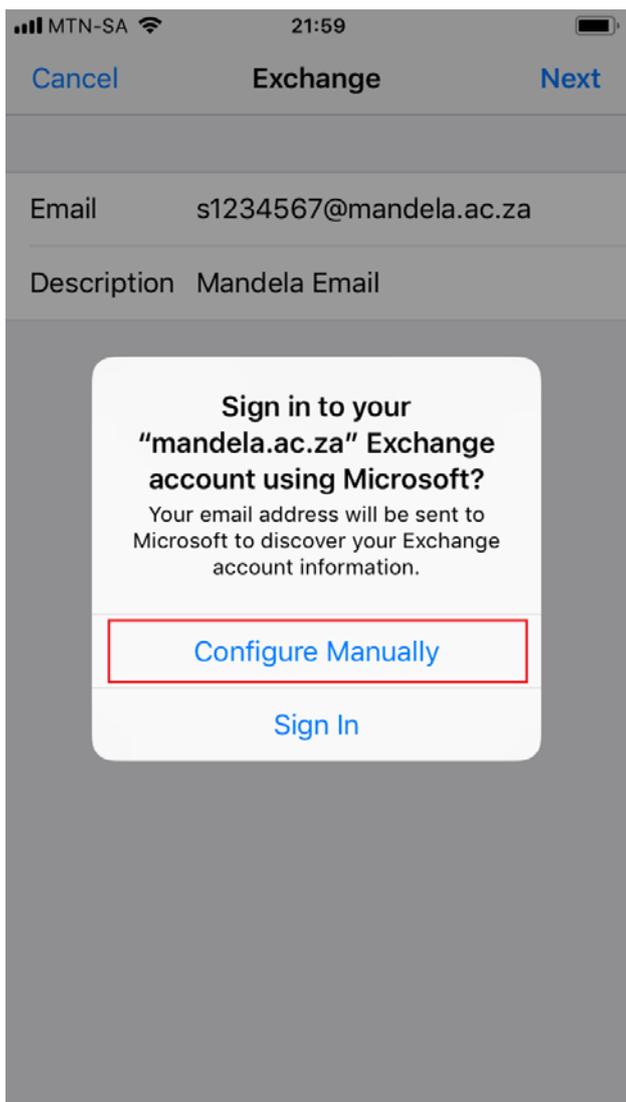
1. Navigate to the settings option of your device and click on Accounts & Passwords or whichever option is applicable to you for adding accounts to your device. Click on Add Account.



2. Click on Exchange and enter your email address, description and click next or whichever email option is applicable to you.
3. Enter your details as stipulated below. **STAFF AND STUDENT DETAILS VARY!**
4. **STUDENTS SHOULD USE:**
 - a. STUDENTS SHOULD CONFIRM THAT THEIR **EMAIL ADDRESS** IS SET TO s1234567@mandela.ac.za
5. **STAFF SHOULD USE:**
 - a. STAFF SHOULD CONFIRM THAT THEIR **EMAIL ADDRESS** IS SET TO NAME.SURNAME@NMMU.AC.ZA



6. Click on Configure Manually and confirm that your email address is correct.
 - i. Enter your university password and click Next.



7. Both Students and Staff Exchange Server address is **OUTLOOK.OFFICE365.COM** after which you click Next or whichever option is applicable to you.
- a. Select which options you would like to sync and click Save.

Cancel Next

Email s1234567@mandela.ac.za

Server outlook.office365.com

Domain Optional

Username s1234567@mandela.ac.za

Password ●●●●●●

Description Mandela Email

1 2 3 4 5 6 7 8 9 0
- / : ; () \$ & @ "
#+= . , ? ! ' ⌫
ABC space return

Cancel Save

Mandela Email

Mail

Contacts

Calendars

Reminders

Notes

8. You should now see the email account you have created and your email should then start syncing.

