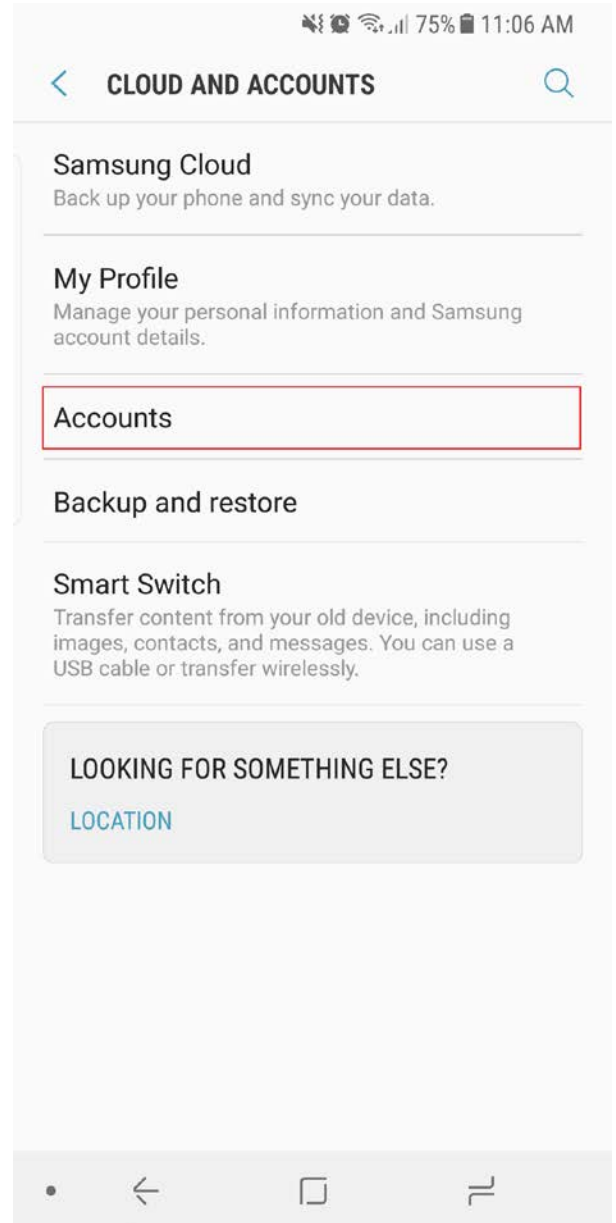
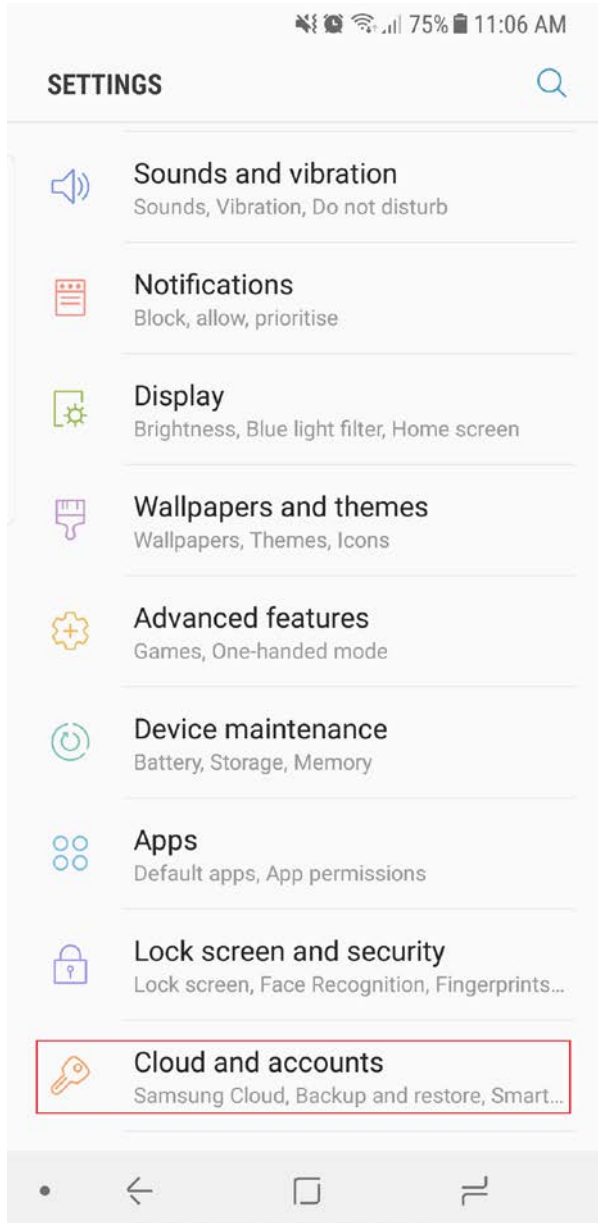


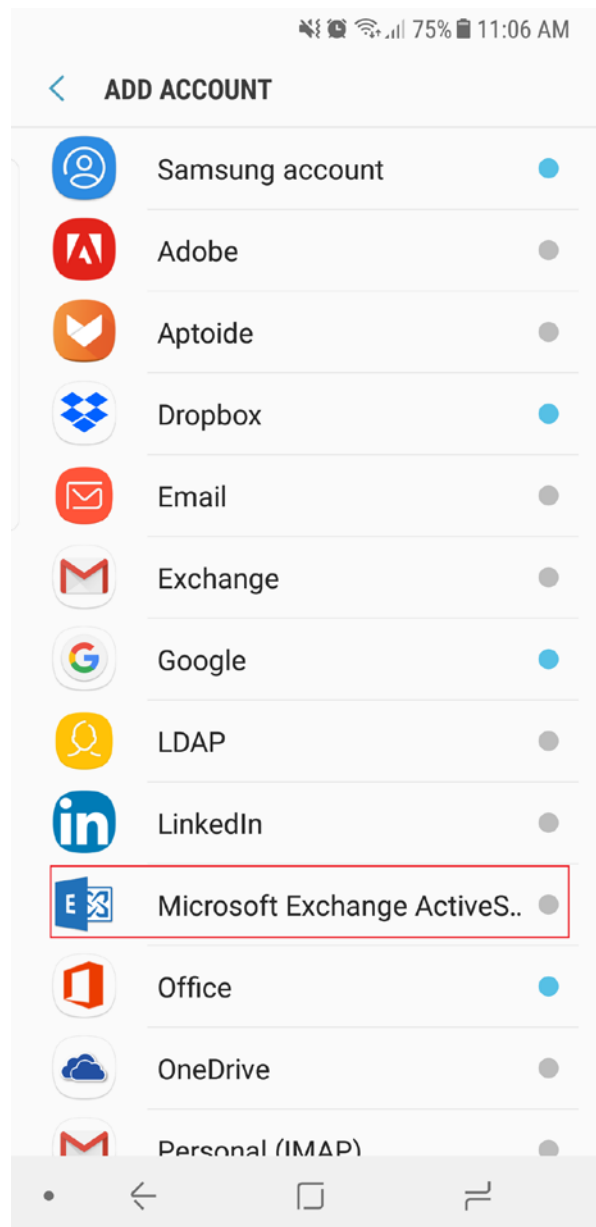
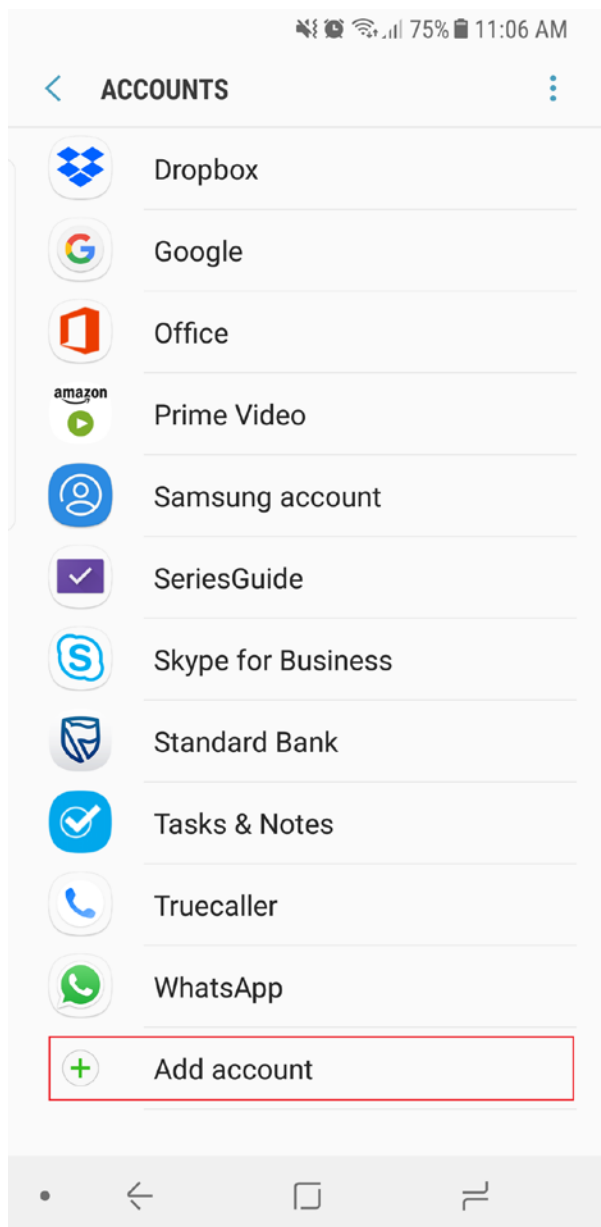
Email setup on your Android device

Please note that some options may vary depending on your make, model, android 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 Cloud and accounts or whichever option is applicable to you for adding accounts to your device. Click on Accounts.



2. Click add account and select Microsoft Exchange Active Sync or whichever email option is applicable to you.



3. Enter your details as stipulated below. Click on manual setup. **STAFF AND STUDENT DETAILS VARY!**
4. **STUDENTS SHOULD USE:**
- a. STUDENTS SHOULD CONFIRM THAT THEIR **EMAIL ADDRESS** IS SET TO s1234567@mandela.ac.za
 - i. Your domain **USERNAME** should be identical s1234567@mandela.ac.za
 - ii. Enter your university password
5. **STAFF SHOULD USE:**
- a. STAFF SHOULD CONFIRM THAT THEIR **EMAIL ADDRESS** IS SET TO NAME.SURNAME@NMMU.AC.ZA
 - i. Your domain **USERNAME** should be USERNAME@NMMU.AC.ZA
 - ii. Enter your university password
6. **Both Students and Staff Exchange Server address is OUTLOOK.OFFICE365.COM** after which you click **SIGN IN** or whichever option is applicable to you for finishing the email setup.

74% 11:08 AM

< **EXCHANGE ACTIVESYNC**

username@mandela.ac.za

1234567

☒ Show password

MANUAL SETUP

SIGN IN

1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
a s d f g h j k l
↑ z x c v b n m ↵
?123 , . ✓
↓ □ ⇐ ⇨

74% 11:09 AM

< **EXCHANGE SERVER SETTINGS**

username@mandela.ac.za

Domain\username
username@mandela.ac.za

Password
.....

☐ Show password

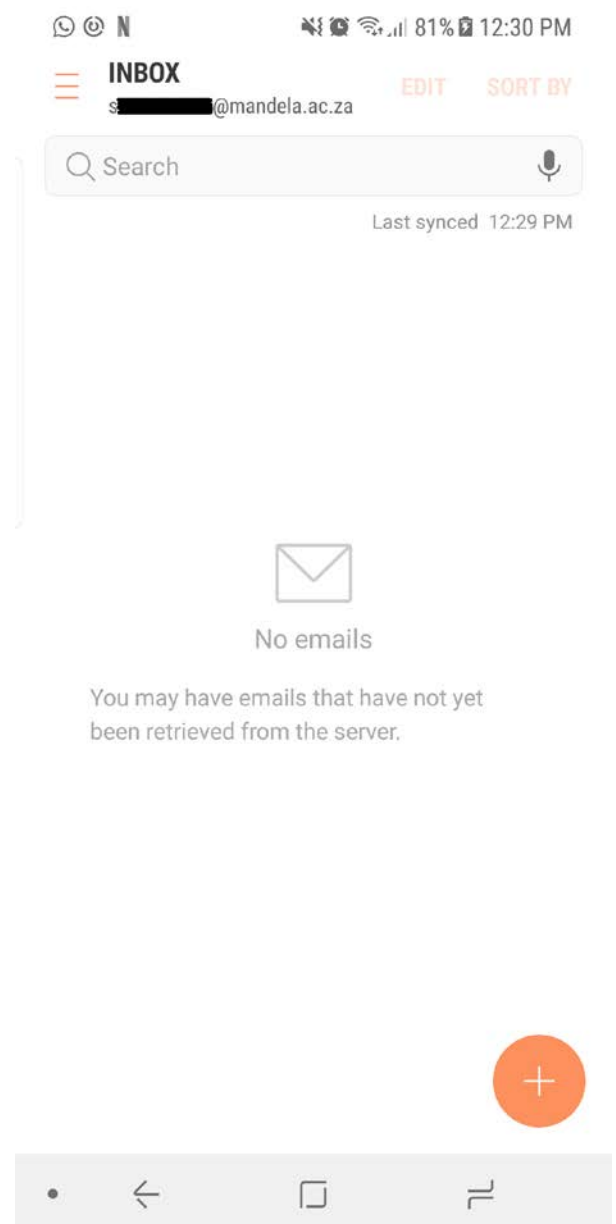
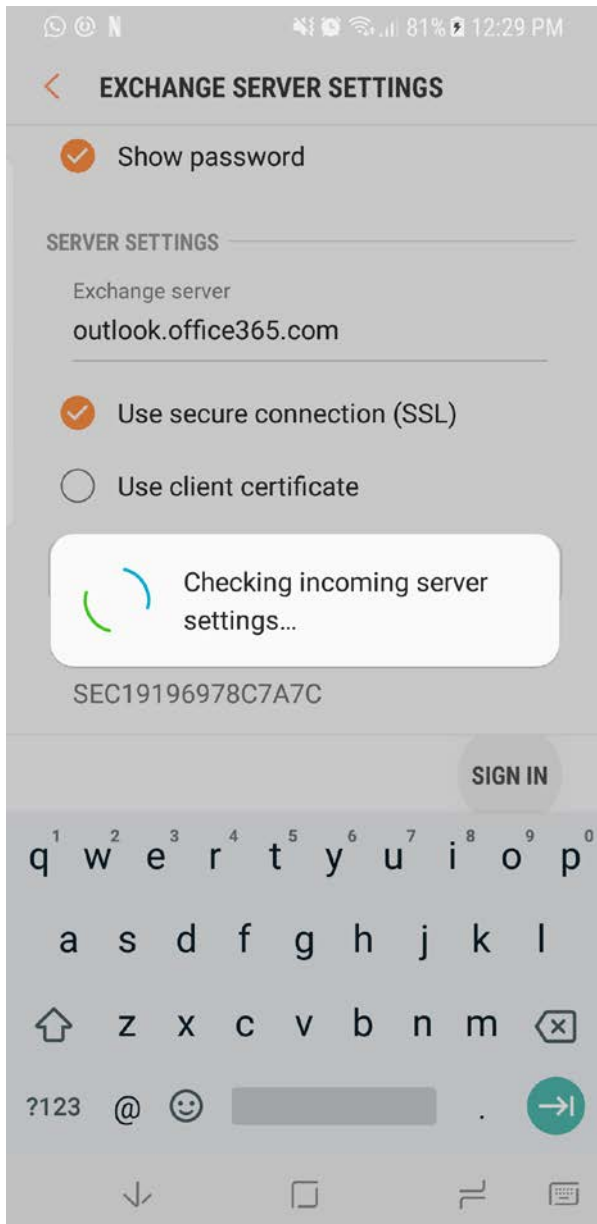
SERVER SETTINGS

Exchange server
outlook.office365.com

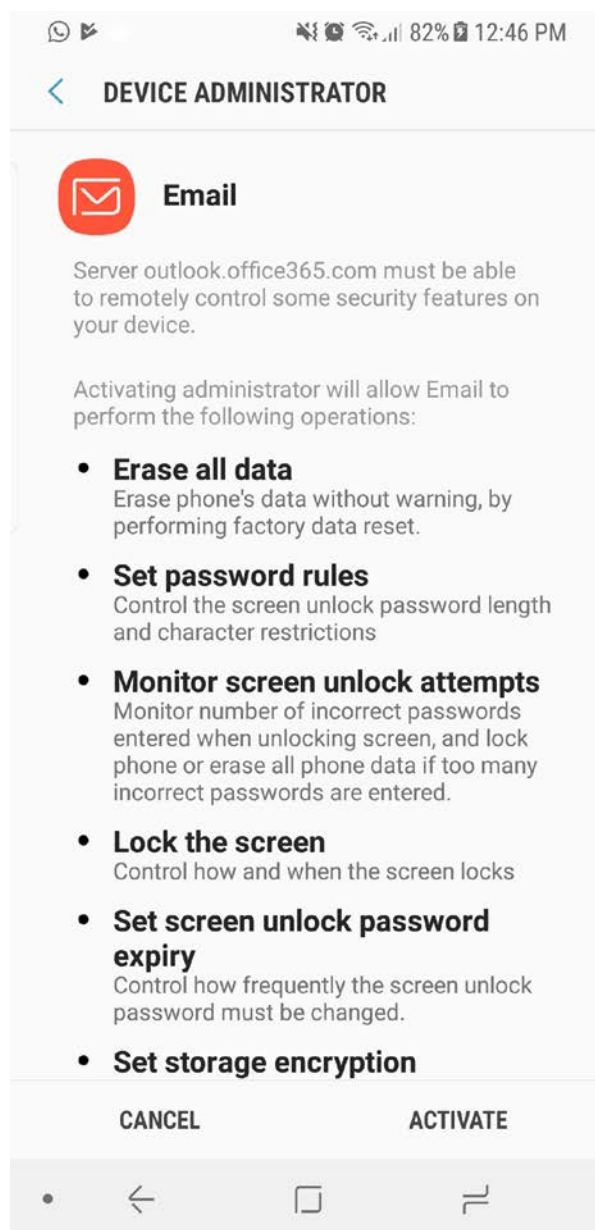
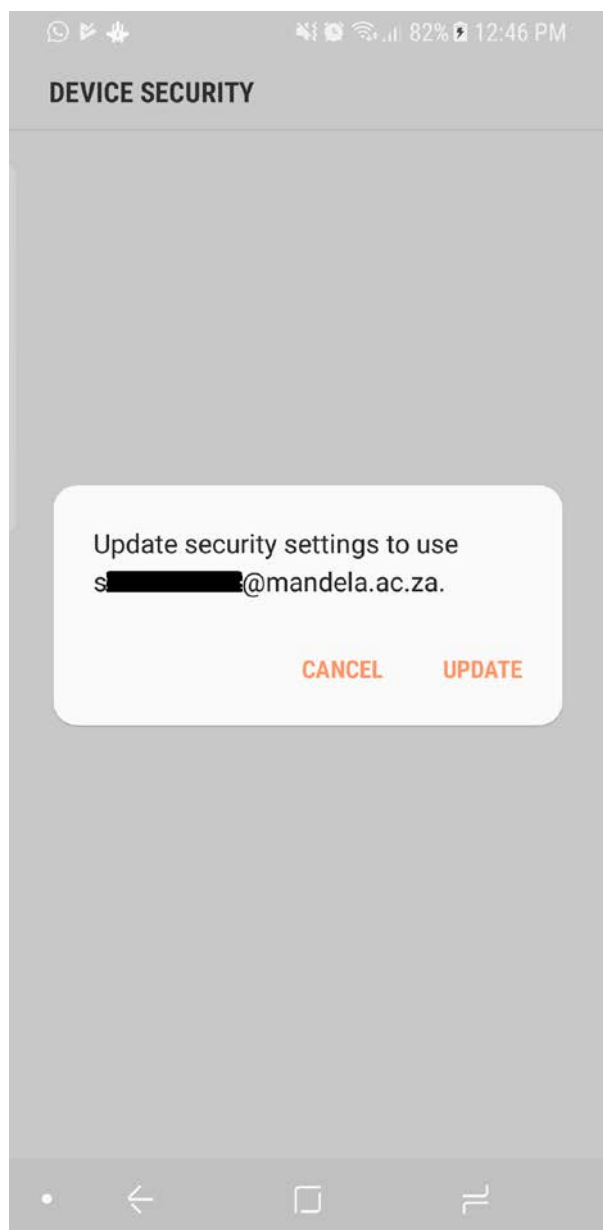
SIGN IN

1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
a s d f g h j k l
↑ z x c v b n m ↵
?123 / ☺ . ✓
↓ □ ⇐ ⇨

7. Your device should show its signing in and then successfully signs in.
 - a. Make sure you click, check or update security settings otherwise your email box will remain empty until you do.



8. Once you have **updated security settings and Activated** Device Administrator, your email should then start syncing.



9. You have now completed your email setup.

