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.

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	Settings	
\bigcirc	General	>
AA	Display & Brightness	>
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	Siri & Search	>
	Touch ID & Passcode	>
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Å	iTunes & App Store	>
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	Mail	>

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Settings Accounts & Passwords	
App & Website Passwords	>
ACCOUNTS	
iCloud iCloud Drive, Mail, Contacts, Calendars and 7 more.	
Add Account	>
Fetch New Data Pus	sh >

- 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



- $6. \quad Click \, on \, Configure \, Manually \, and \, confirm \, that \, your \, email \, address \, is \, correct.$
 - 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.

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Cancel		Next			
Email	s1234567@mandela.ac.z	a			
Server	outlook.office365.com				
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Username	s1234567@mandela.ac.za				
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8. You should now see the email account you have created and your email should then start syncing.

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Settings Accounts & Passwords	
App & Website Passwords	>
ACCOUNTS	
iCloud iCloud Drive, Mail, Contacts, Calendars and 7 more	>
Mandela Email Mail, Contacts, Calendars, Reminders, Notes	>
Add Account	>
Fetch New Data Push	>