

## Using student email on your phone or tablet

This information is for undergraduate and postgraduate taught (eg Master's) students.

Postgraduate research (eg PhD) students should visit [www.its.manchester.ac.uk/email/staffemail](http://www.its.manchester.ac.uk/email/staffemail)

### Getting started

iPhone or iPad:

Tap **Settings, Mail, Accounts, Add account**, then **Exchange**.

Android:

Tap **Settings, Accounts, Add account**, then **Exchange (or Microsoft Exchange ActiveSync)**.

The above instructions may vary slightly depending on the version of the operating system you're using.

## Entering your details

You may be asked for some or all of the information below:

**Email address:** eg *yourfirstname.yourlastname@student.manchester.ac.uk\**

**Password:** Your normal University password

**Username:** Your full student email address (as above)

**Server:** outlook.office365.com

If asked for a Domain, you can leave this blank.

## Need more help?

Find more instructions and information at  
**[www.its.manchester.ac.uk/email/student](http://www.its.manchester.ac.uk/email/student)**

\* If you were an undergraduate student at The University of Manchester prior to being a postgraduate student, try your previous @student.manchester.ac.uk address if your current email address does not work.

For all IT help and support, contact the  
IT Support Centre  
tel: +44 (0)161 306 5544  
**[www.its.manchester.ac.uk/help](http://www.its.manchester.ac.uk/help)**