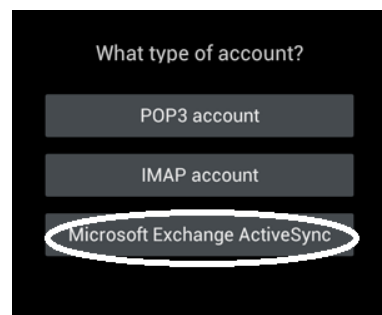Please be aware you require a passcode or security pin set up on your mobile device before adding your email account.

As your device is not a University asset, support from the IT Service Desks for this service is very limited.

1. Select the **Email App**

2. Enter your **Student email**

   e.g. _32001234@my.nd.edu.au_

3. Enter your **password**

   This is the same password to log onto a campus computer

4. Choose "**Manual setup**".
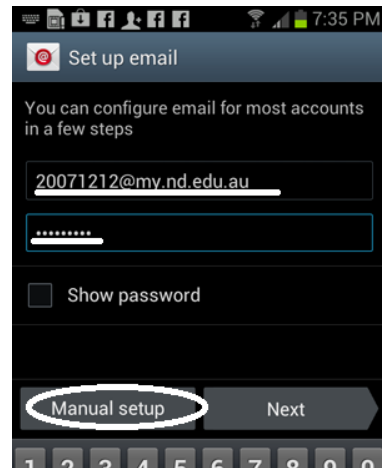
5. Choose **Microsoft Exchange ActiveSync**

6. Enter in the following details into the appropriate sections:
   Email: studentID@my.nd.edu.au
   Domain: leave blank
   Server: outlook.office365.com
   Username: studentID@my.nd.edu.au
   Password: student account password

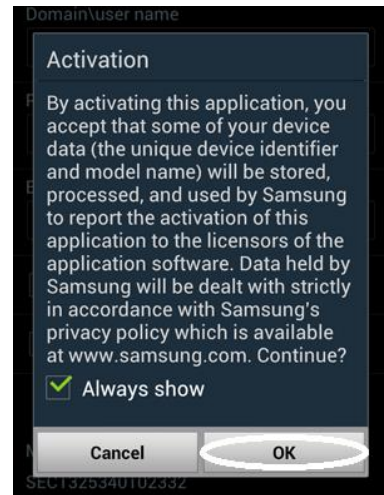7. Tick the box **Use secure connection (SSL)**
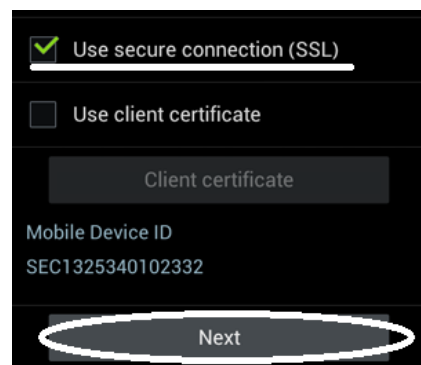
8. Click **Next**

9. On Activation Window press **OK**

The system starts to connect the server. It may take a few minutes

10. Once connected, choose which account details you would like synced
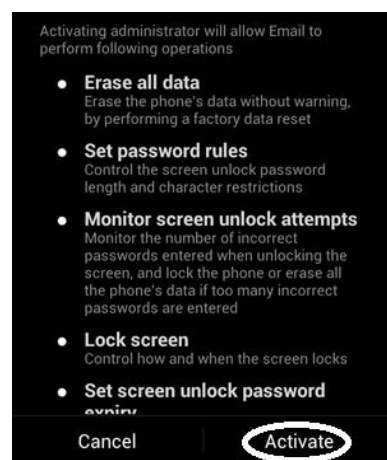
11. Select **Next**

Please be aware you require a passcode or security pin set up on your mobile device before adding your email account.

If you have not created a passcode, you are prompted during set up to add this security feature to your device.
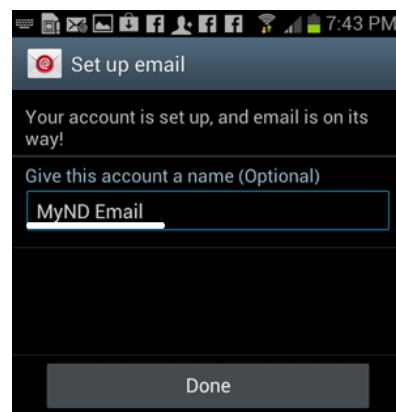
Without a passcode or PIN, the set up will not complete.

12. Select "**Activate**".

13. Type your preferred email account name

14. Click **Done**

Please kindly contact your campus Service Desk if you require assistance.

Fremantle	Sydney	Broome
08 9433 0999	02 8204 4444	08 9192 0632
8am – 5pm WAST	8am – 5pm AEST	8am – 4:30pm WAST
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