Please be aware you may need 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 minimal.

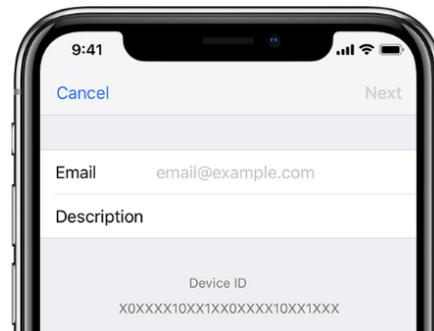Please make sure you are connected to the internet before you complete the steps below.

1. Tap **Settings** from the Home Screen
2. Select **Passwords & Accounts**

3. Tap **Add Account**
4. Select **Exchange** from the list

5. Enter your **email address**
   studentnumber@my.nd.edu.au
6. Enter a description of the account
7. Click **Next**

8. Select what content you would like to sync to your phone.
9. Click **Save**

You may be prompted to complete a manual set up of your mail account.

10. Tap **Configure Manually**

Enter the following details to complete the setup.

Email: studentnumber@my.nd.edu.au
Server: outlook.office365.com
Domain: *(empty)*
Username: studentnumber@my.nd.edu.au
Password: same as your windows password
Description: *(prefilled)*

Email	32001234@my.nd.edu.au
Server	outlook.office365.com
Domain	Optional
Username	32001234@my.nd.edu.au
Password	●●●●●●●●●
Description	Student

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

Fremantle	Sydney	Broome
08 9433 0777	02 8204 4444	08 9192 0632
8am – 5pm WAST	8am – 5pm AEST	8am – 4:30pm WAST
fremantle.it@nd.edu.au	sydney.it@nd.edu.au	broome.it@nd.edu.au