Setup email on Apple (iPhone, iPad) devices

1. Open Settings
2. Select “Mail, Contacts, Calendars.”
3. Select Add Account
4. Select Microsoft Exchange
5. Enter your email address in the first box (e.g. jdoe@nova.edu)
6. Enter your email password in the second box
7. Enter a description for this account in the third box (e.g. NSU)
8. Select “Next”
9. Enter server - outlook.office365.com
10. Domain: Is optional, you do not have to enter anything here
11. You will be asked to enter your username and enter the same as you did for step 5 your email address (jdoe@nova.edu)
12. Choose the type of information you want to synchronize and select “Save”

Or Setup email using an Application on Apple (iPhone, iPad) devices

1. Open the App Store icon on your device
2. Search for “Microsoft Outlook” in the App Store
3. Download “Microsoft Outlook for iPad” or “Microsoft Outlook for iPhone” with your Apple ID
4. Once the app has downloaded, touch the “Microsoft Outlook” icon to open the app
5. Enter your email address (jdoe@nova.edu) and your email password to sign in
6. Once you have authenticated, you will be able to access and interact with your email, calendar, and contacts through the application
**Deleting your Exchange profile**

If you cannot connect to the NSU Office 365 Exchange, you can sometimes solve the problem by creating a new Exchange profile and deleting the old one. Deleting your profile does not remove your mail or other data from the Exchange server.

*Apple iOS*

**To remove an account**

1. Tap **Settings**.
2. Tap **Mail, Contacts, Calendars**.
3. Tap the account you want to delete (usually called NSU Exchange).
4. Scroll to the bottom of the screen, and then tap **Delete Account**.

*Android Device*

**To remove an account**

1. From the **Applications menu**, select **Email**. This application may be named **Mail** on some versions of Android.
2. Select the Menu button, and then select **Settings**.
3. Select the Trash icon.
4. Select the account that you want to delete, and then select **Delete**.
5. Select **OK**.

*Windows Phone*

**To remove an account**

1. On Start, tap or click **Mail**.
2. Swipe in from the right edge of the screen, and then tap **Settings**. 
   (If you’re using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Settings**.)
3. Tap or click **Accounts**.
4. Tap or click the account you want to remove.
5. At the bottom, tap or click **Remove account** or **Remove all accounts**.
Setup email on Android devices

First, make sure you are connected to a WiFi network, preferably a secure one.

1. Locate and tap the Settings icon, then open the Applications menu and select Email. This application may be named Mail on some versions of Android.
2. Type your email address (jdoe@nova.edu) and your email password into the boxes and then select Next.

3. Select Exchange account. This option may be named Exchange ActiveSync on some versions of Android.

4. Enter the following account information and select Next.
i. Domain\Username – Type your email address (jdoe@nova.edu) in this box. If Domain and Username are separate boxes, leave the Domain box empty and type your email address (jdoe@nova.edu) in the Username box.

ii. Note: On some versions of Android, you must use the domain\username format. For example, if your email address is jdoe@nova.edu, type nova.edu\jdoe@nova.edu. Your username is your email address (jdoe@nova.edu). The password is your email password. If prompted for an Exchange Server, enter outlook.office365.com.

5. As soon as your phone verifies the server settings, the Account Options screen displays. The options available depend on the version of Android on your device. The options may include the following:
   i. Email checking frequency
   ii. Amount to synchronize
   iii. Notify me when mail arrives
   iv. Sync contacts from this account

6. Select next and then type a name for this account and the name you want displayed when you send email to others. Select Done to complete the email setup and start using your account.
Setup email on Windows Phone

1. On Start, swipe left to the App list, select Settings, and then select email + accounts.

2. Select add an account > Outlook.

3. Enter your email address and password, and then select Sign in. Windows Phone will try to set up your email account automatically. If setup completes successfully, skip to step 8.

4. If you see the message “Check your information and try again. You may have mistyped your password”, verify that you entered the correct email address and password. At this stage, you don’t need to specify any values for User name and Domain. Select Sign in. If setup completes successfully, skip to step 8.

5. If your email account cannot be set up automatically, you will see the following message, “We couldn’t find your settings”. Select Advanced. You'll need to enter the following information:
   - E-mail address Type your email address (jdoe@nova.edu) in this box
   - Password This is the password for your email account
   - User name This is your full email address, for example jdoe@nova.edu
   - Domain The domain is nova.edu
   - Server The server name is outlook.office365.com

6. Select the Server requires encrypted (SSL) connection box.

7. Select Sign in.

8. Select OK if Exchange ActiveSync asks you to enforce policies or set a password.