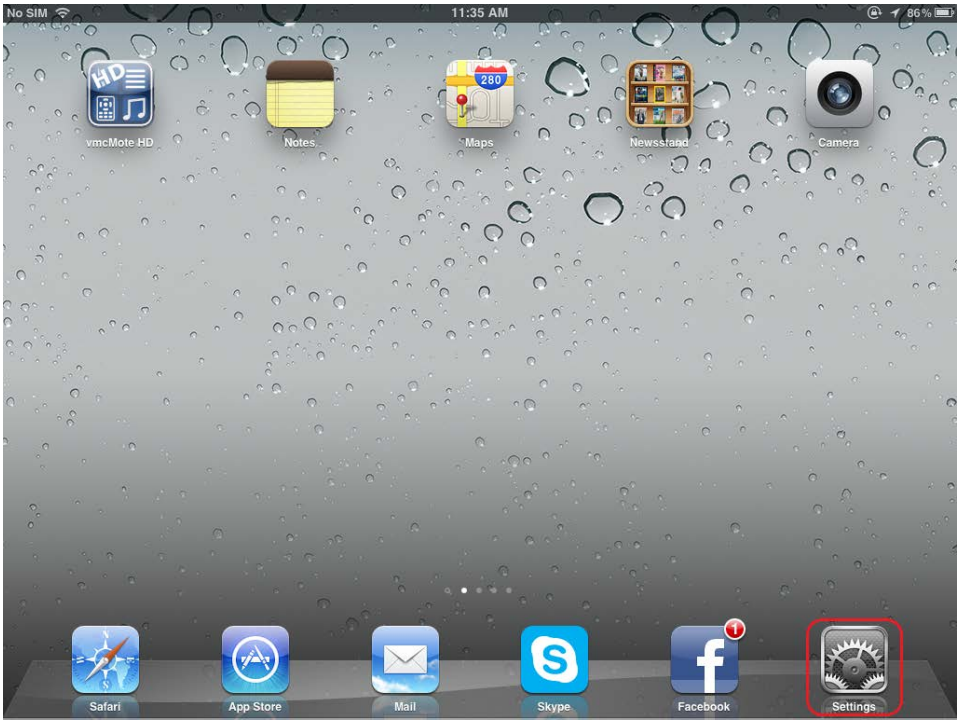
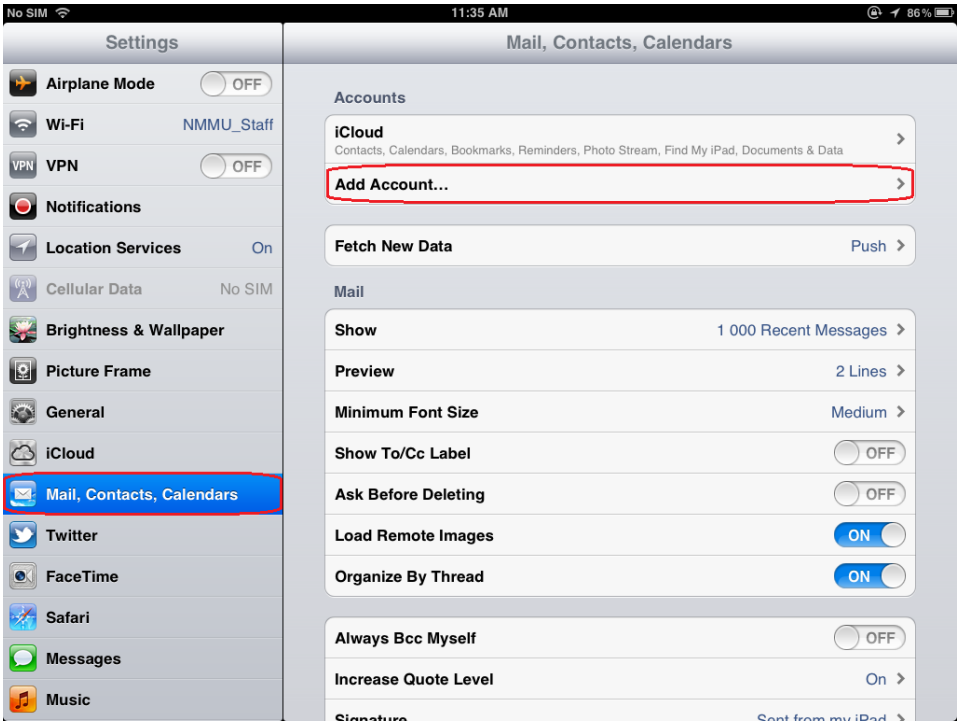
NMMU Student Email Setup on your iPAD

Please note that some options may vary if you have changed your theme and/or settings on your device to personalize it for yourself.

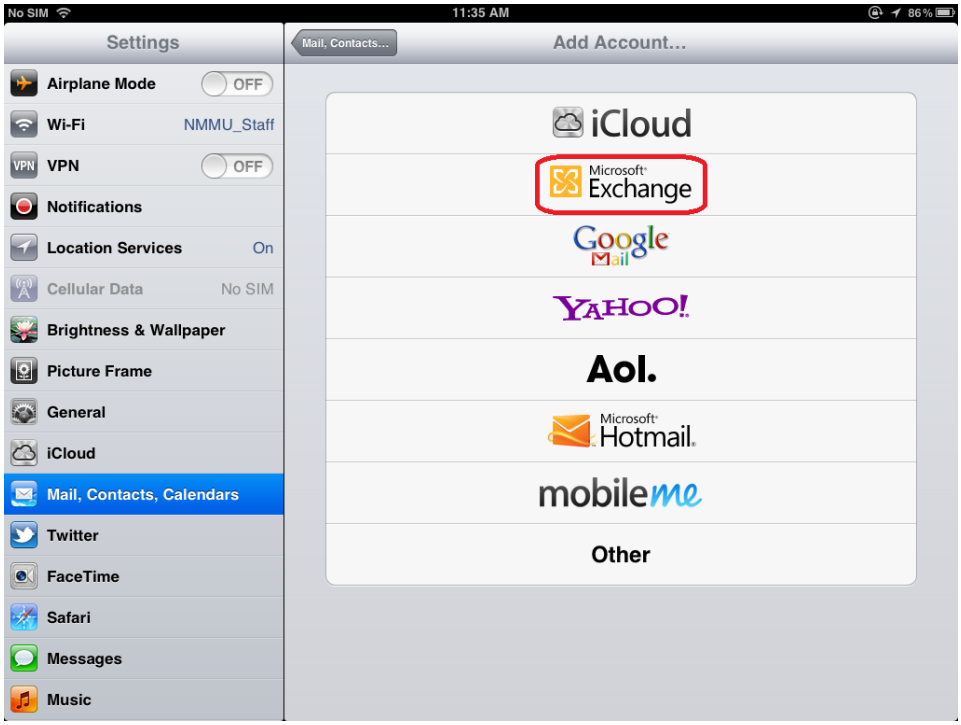
1. Click on the **"Settings"** icon.



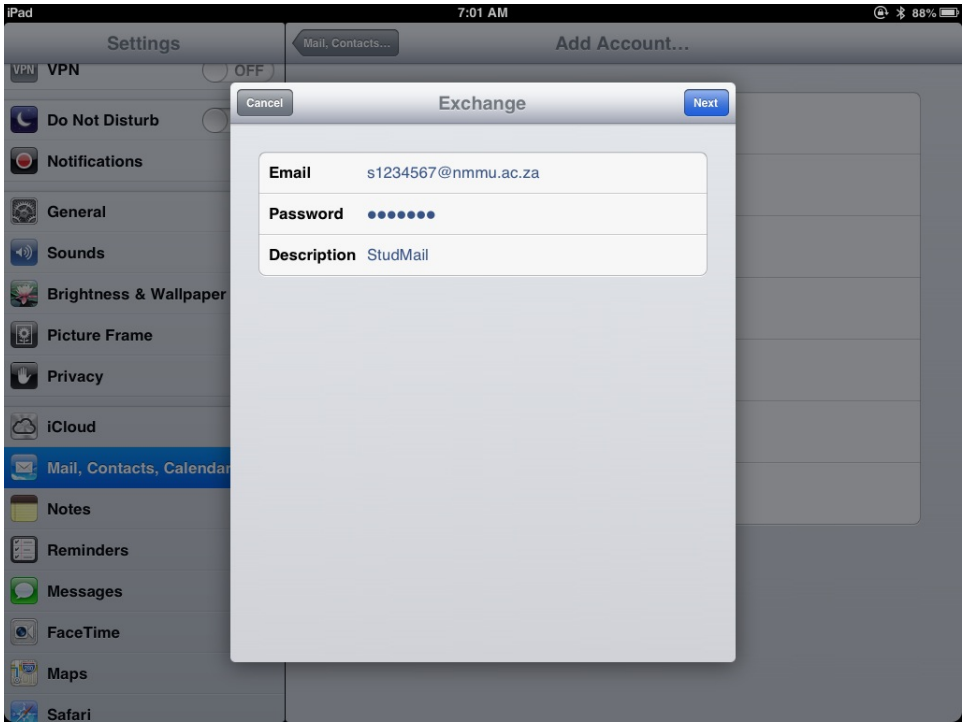
2. Once in settings, click on the **"Mail"** option and then the **"Add Account…"** option.



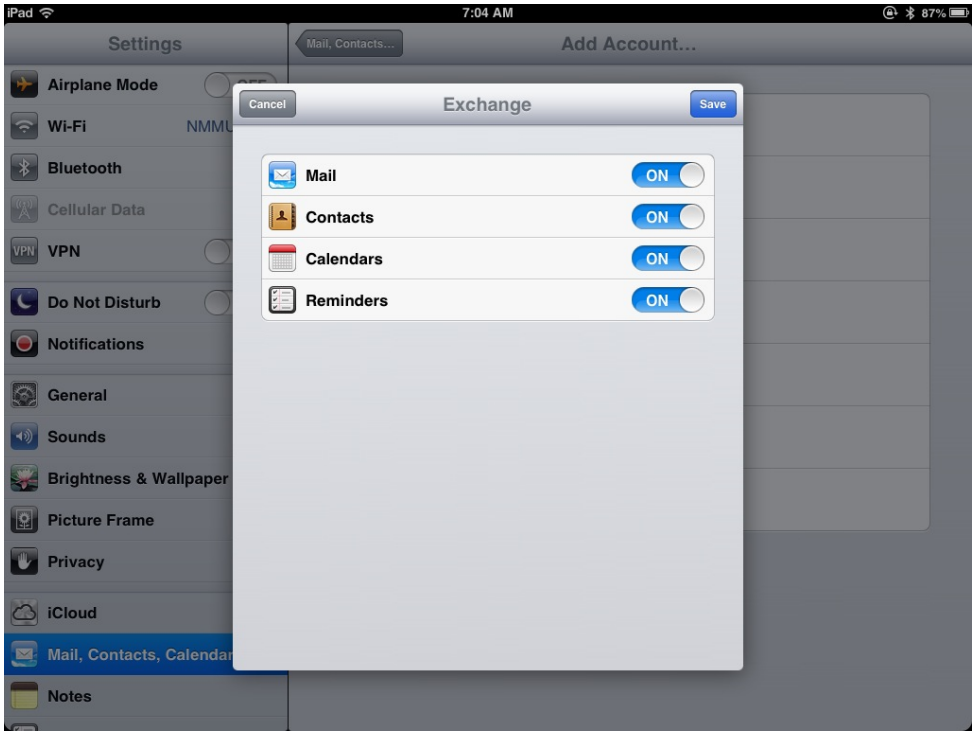
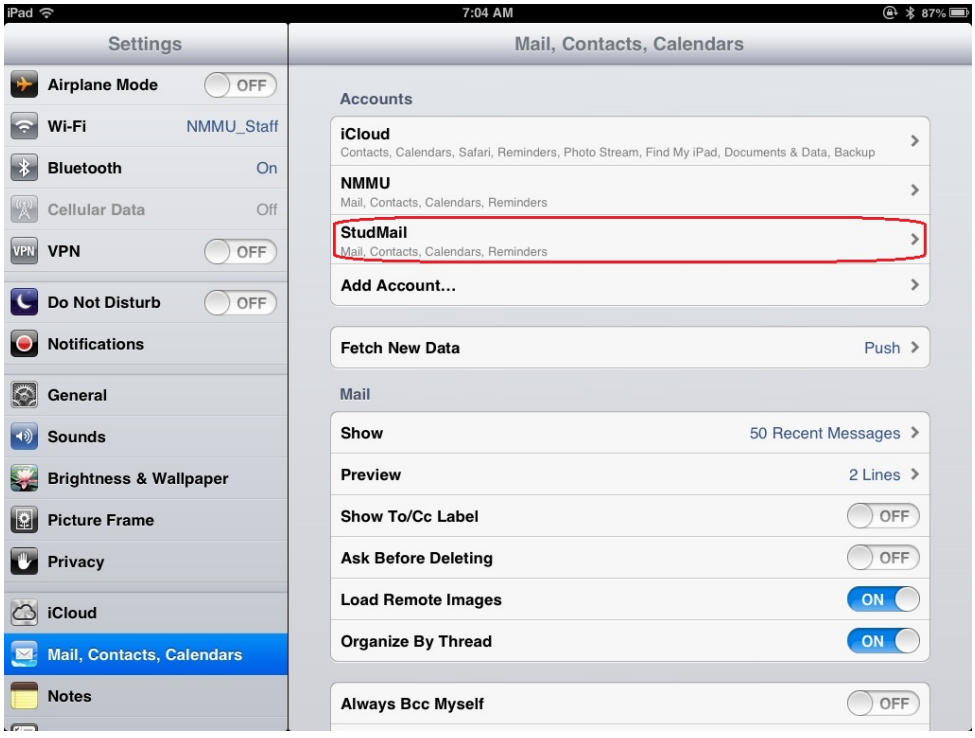
3. In Email accounts choose the **“Microsoft Exchange”** option.



4. At the **“Email”** option enter your email address which would be s1234567@nmmu.ac.za and your NMMU password below (The password you use to log onto computers at NMMU).
5. IF AN EXCHANGE SERVER IS REQUESTED SIMPLY PUT IN outlook.office365.com
6. **“Description”** may be anything you prefer, but it is advisable you name it **“NMMU”** so you can differentiate between email accounts if you have more than one setup. Click next when done.



7. This window should have a summary of all data it will sync for you as default. If you would only like to sync certain data as stipulated you may turn off those that you do NOT want to sync and click **“save”**



8. You have now completed your Student Email setup on your iPAD