This guide is based on iOS10 with some reference to iOS11. If your iOS is an older version, contact the Service Desk for help servicedesk@abdn.ac.uk.

**Note:** You must have an unlock passcode set up on your iOS device to access your University email.

### 1. Remove old Account Settings

**Note:** If you have not previously connected your iOS device to University email, you can skip this step and go straight to step 2.

- Go to Settings > Mail
- Choose Accounts (Or Accounts and Passwords in iOS11)
- Select your Exchange account

  ![Settings Mail](image)

  ![Accounts](image)

  ![Exchange](image)

- Tap Delete Account
- Confirm deletion when prompted

### 2. Set up a new account

- Go to Settings > Mail
- Choose Accounts (Or Accounts and Passwords in iOS11)
- Tap Add Account...

  ![Add Account](image)

- Tap Microsoft Exchange
In the Email field, type youruserid@abdn.ac.uk, e.g. abc123@abdn.ac.uk

If you wish, type in a Description for your account – the default is Exchange but you can name it anything you like

Tap Next in the top right hand corner

In the next screen in the Password field that appears, type in your University password

Tap Next

Choose whether you want to synchronise all items including contacts

Tap Save

NOTE:
On some iterations of iOS, an additional screen, as shown opposite, may be presented. If this happens, fill in the details as follows:

Email: a.person@abdn.ac.uk – where a.person is your mailname
Server: outlook.office365.com
Domain: Username: youruserid@abdn.ac.uk – e.g. abc123@abdn.ac.uk

Password: 6643
Description: Exchange