Staff email – Connecting your iOS device

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

- 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...

- Tap **Microsoft Exchange**

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− 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