Newcastle University Email - iOS Setup

Please note that NUIT do not provide support for this software and this guide is provided "as-is" for self-support purposes only.

Removing existing account

1. Open Settings and navigate to "Mail".



2. Select "Account" and select the existing Newcastle Exchange account (may be named differently to below).

<	Mail Accounts		
	ACCOUNTS		
	iCloud iCloud Drive, Contacts, Calendars and 7 more		>
	Exchange Mail, Contacts, Calendars, Reminders, Notes		>
l	Add Account		>
	Fetch New Data Pu	ısh	>
	Add Account Fetch New Data Pu	ısh	>

3. Select "Delete Account" at the bottom of the page.

notes				
Mail Days to Sync	1 Month >			
Automatic Reply	Off >			
Delete Account				

4. You can now re-add your account as described below.

Adding a new account

1. Open Settings and navigate to "Mail".

	Settings					
	Battery	>				
	Privacy	>				
	App Store	>				
	wallet & Apple Pay					
?	Passwords	>				
	Mail	>				
	Contacts	>				
	Calendar	5				
2. 3	 Select "Account" then "Add Account". Select "Exchange" 					
4.	 Select Exchange . Enter your full Newcastle email address and add a description (eg,"l 					
	University") and select	Next.				

Cancel	Exchange	Next
mail	john.user@newcastle.ac	c.uk
Description	Exchange	
Description	Exchange	

5. At this point a Microsoft authentication form will appear, select "Work or School Account" and sign in with your Newcastle account. You may be asked to approve an MFA request.

6. Select which services you'd like to connect.

Cancel	Exchange	Save
	Mail	
	Contacts	
	Calendars	
	Reminders	
	Notes	

7. Done