

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

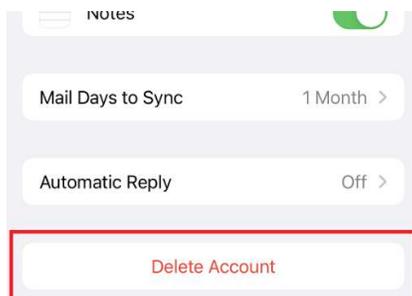
1. Open Settings and navigate to “Mail”.



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



3. Select “Delete Account” at the bottom of the page.



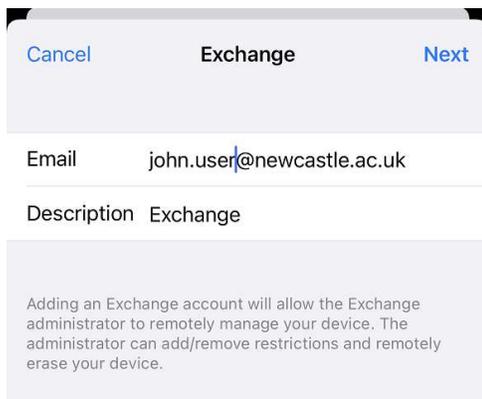
4. You can now re-add your account as described below.

Adding a new account

1. Open Settings and navigate to "Mail".

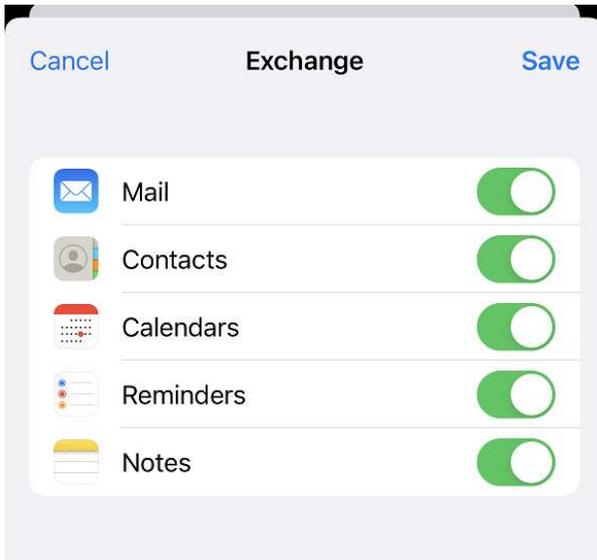


2. Select "Account" then "Add Account".
3. Select "Exchange".
4. Enter your full Newcastle email address and add a description (eg, "Newcastle University") and select Next.



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.



7. Done