

Set up email on iOS devices

Logon Details

Email Address:	ABC12345678@students.wnc.ac.uk
Password:	The password you use to log into college computers
User Name:	ABC12345678@students.wnc.ac.uk
Domain	westnotts.ac.uk
Server:	outlook.office365.com

[Video to setup Mobile phone](#)

Set up Office apps and email on iOS devices

If you have an iPhone, iPad, or iPod Touch, you can learn how to set up email and Office apps like Word, Excel, PowerPoint, and OneNote here.

You can set up your email using the Outlook for iOS app or the built-in Mail app on your iOS mobile device.



Outlook

If your iOS device uses 8.0 or higher, you're compatible with the Outlook for iOS mobile app.



Built-in Mail app

If you're unable to use Outlook for iOS, you can set up email using the Mail app instead.

Set up email in Outlook for iOS mobile app

Outlook for iOS allows you to send and receive emails, view and manage your calendar, and more. If your iPhone, iPad, or iPod Touch uses **iOS 8.0 or higher**, you can set up Outlook for iOS on your iOS mobile device.

Add your email address

1. Open Outlook for iOS.
2. Tap **Settings > Add Account > Add Email Account**.
3. Enter your email address and tap **Add Account**.

Enter your password

1. Enter the password associated with your email account and sign in. You may also be asked to enter a description and display name.
2. Outlook configures most email accounts automatically. However, if you're asked to enter server settings, this is info you'll need from your email provider. For a list of common server settings and reference help, see [What email server settings do I need from my provider?](#)
3. Outlook may request access to some of your email features such as calendar, contacts, etc. If you'd like to sync these to your mobile device, agree to give permission.
4. After you're signed in, follow any additional prompts and begin using your Outlook for iOS app.

Set up email using the iOS Mail app

Set up Office 365 email in the iOS Mail app

If you have an Office 365 work or school account, use these instructions to set up your email with your iOS device.

1. Go to **Settings**, scroll down to **Mail, Contacts, Calendars**, and then tap **Add Account**.
2. Select **Exchange**.
3. Enter your email address, your password, and a description of your account. Your email address should be your Office 365 business account or school account such as *yourname@westnotts.ac.uk*. Once your credentials have been entered, tap **Next**.
4. Choose the apps you want your email account to sync with your iOS device and then tap **Save**. Your email account is now ready for use with the iOS Mail app.