

Accessing your student email on your mobile device



Guidance for Windows Phone, Apple iOS, Android and Blackberry Services

Setting up mobile access to your email

Set up your phone to access your email messages, calendar, contacts and tasks.

These instructions are for configuring your phone for use with your University of Derby Office 365 email account.

Windows

Setting up Unimail on your Windows Phone

- 1 From the home screen, swipe to the left.
- 2 Scroll down and select 'Settings'.
- 3 Select 'Email & accounts', then 'Add an account'.
- 4 Select 'Outlook', and then enter your Derby email address and UDo password and tap 'Sign in'.
- 5 In the 'Username' field, enter:
username@unimail.derby.ac.uk
(e.g. 99999999a@unimail.derby.ac.uk)
- 6 Leave the 'Domain' field blank and tap 'Sign in'.
- 7 A message will appear: 'We couldn't find your settings', tap 'Advanced'.
- 8 In the 'Server' field, enter outlook.office365.com
- 9 Tap 'Show all settings' and change the 'Account name' field to Derby Unimail
- 10 Tap 'Sign in'.

The account will now synchronise and will appear on your home screen as 'Derby'.

Apple

Setting up Unimail on your Apple iOS device

- 1 Select 'Settings' from the home screen.
- 2 Select 'Mail, Contacts, Calendars'.
- 3 Select 'Add account...'
- 4 Select 'Microsoft Exchange'.
- 5 In the 'Email' field, enter your Derby email address.
- 6 Leave the 'Domain' field blank.
- 7 In the 'Username' field, enter:
username@unimail.derby.ac.uk
(e.g. 99999999a@unimail.derby.ac.uk)
- 8 In the 'Password' field, enter your UDo password.
- 9 In the 'Description' field enter Derby Office 365 and tap 'Next'.
- 10 In the 'Server' field, enter outlook.office365.com and tap 'Next'.
- 11 Turn all desired services on and tap 'Save'.

The account will now synchronise and will be accessible from within the Mail app.

Android

Setting up Unimail on your Android Phone

- 1 From the applications menu select 'Settings'.
- 2 Scroll down and select 'Account and Sync'.
- 3 Select 'Add account' at the bottom of the screen.
- 4 Select 'Microsoft Exchange'. Enter your Derby email address, UDo password, tap 'Next'..
- 5 In the 'Domain/username' field, enter:
username@unimail.derby.ac.uk
(e.g. 99999999a@unimail.derby.ac.uk)
- 6 In the 'Server' field, enter outlook.office365.com and tap 'Next'.
- 7 'Checking incoming server settings...' will be displayed.
- 8 When you see: 'Remote security administration', tap 'OK'.
- 9 Tap 'Next'. In the 'Account name' field, enter Derby Office 365. Tap 'Done'.
- 10 If you see: 'Update Security Settings', tap 'Activate'.

The account will now synchronise and will be accessible from within the Email app.

Blackberry OS10

Setting up Unimail on your Blackberry

- 1 Access Blackberry 'System Settings' via the 'Home Screen'.
- 2 From the list of options select 'Accounts'.
- 3 Select 'Add Account'.
- 4 Select 'Email, Calendars and Contacts'.
- 5 Enter your 'Student University Email' and tap 'Next'.
- 6 Enter your UoD 'Password'. **Do not tap** 'Next'.
- 7 Select 'Advanced' on the bottom of the screen.
- 8 From the list, select 'Microsoft Exchange Active Sync'.
- 9 On the next screen give your mailbox a description ie 'Unimail'.
- 10 Scroll down to 'Server Address' and enter outlook.office365.com. Tap on 'Next'.
- 11 Select which items you wish to sync and tap 'Done'. Your settings will be verified and saved.

If you wish to confirm your account has been set up, navigate back to 'Accounts' and the account you have just created should be listed.