



Setting up your student email, - general settings

This guide details the general settings required to setup your Exeter email account on a mobile device or client. While we cannot offer specific setup instructions for all of the devices in use, the settings from this guide should point you in the right direction.

Please note that this guide is designed for students who have an Office365 Mailbox. All students starting at the University from September 2013 will have the new [Office365 Mailbox](#).

[Do I have an Office365 or Exchange Mailbox?](#)

If you have an Exchange mailbox please consult our [Exchange Settings Guide](#) which provides instructions for Exchange users.

Server Address	outlook.office365.com
Domain	-
Username	yourUsername@exeter.ac.uk
Password	Your Exeter Password
Please ensure that SSL encryption is selected (if option is available)	

IMAP and POP

See the below instructions from Microsoft on how to setup your Office365 email account using **IMAP** or **POP** (We would recommend IMAP as POP downloads the email to the device and does not leave a copy on the server). Setting up your email via IMAP is particularly useful if you have a **BlackBerry** and are unable to setup email via Exchange.

<http://office.microsoft.com/en-us/outlook-help/settings-for-pop-and-imap-access-HA102908389.aspx>

If you need any further assistance please contact the IT Help Desk

IT Help Desk – 24/7 Help and Support

Phone: 01392 723934

Email: helpdesk@exeter.ac.uk

Web: www.exeter.ac.uk/it/helpdesk

Self service: www.exeter.ac.uk/it/helpdesk/selfservice