Faculty / Staff – Mobile email access setup

Setting up an iPhone, iPad, or iPod

Follow these steps to setup your Exchange ActiveSync account your iOS device:

1. Tap Settings > Mail, Contacts, Calendars > Add Account > Microsoft Exchange.
2. Enter the information in the fields below, then hit Next:

   - Email - <username>@nku.edu
   - Domain – hh.nku.edu
   - Username - <username>
   - Password – normal email / login password
   - Description - NKU email
3. The following screen may appear after clicking Next, just hit continue to move on.
4. Your iOS device will now try to locate your Exchange Server. If necessary, you will need to enter your front-end Exchange Server’s complete address in the Server field.

- Server – email.nku.edu should automatically appear, but if not, enter: email.nku.edu

5. Choose which content you would like to synchronize: Mail, Contacts, Calendars and Reminders. Tap Save when finished.
**Note:** To modify your exchange settings, including changing your password, Tap **Settings > Mail, Contacts, Calendars**, select your Exchange account, and tap **Account Info**.

**Setting up an Android Device**

1. From the home screen, select the **applications tab** (located at the bottom of the display).
2. Select Settings -> Accounts & sync -> Add Accounts
3. Choose either Corporate or Exchange (depending on version of Android OS)
4. Enter your information and click next
   Email - <username>@nku.edu
   Password – normal login / email password

5. The system will try to retrieve the setting automatically. If the retrieval fails:
   a. Domain\username - \<username>@nku.edu
   b. Password – normal NKU password
   c. Server – email.nku.edu
   d. Use Secure connection & Accept all SSL certificates both CHECKED

6. Choose which content you would like to synchronize