Mobile E-mail Setup for NKU Faculty & Staff
Apple and Android

Setting up an Apple iPhone, iPad, or iPod

Tap Settings > Mail, Contacts, Calendars > Add Account > Exchange

Enter your information.

Email: username@nku.edu
Password: Your NKU password
Description: NKU E-mail (or whichever description you prefer)

Tap Next.

Your iOS device will now try to locate our Exchange Server. Your account settings will most likely complete automatically. However, if you are asked for additional information, please type in the following.

Server: outlook.office365.com
Domain: Leave blank
Username: username@nku.edu

Tap Next.
Specify which data you would like to be synchronized to your phone.

Tap Save. You are finished.

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**Setting up an Android Device**

From the home screen, select the **applications tab** (located at the bottom of the display).

Select **Settings > Accounts & Sync > Add Accounts**

Choose either Corporate or Exchange (depending on version of Android OS)

Enter your information.

E-mail: username@nku.edu

Password: NKU password

Tap **Next**.
The system will try to retrieve the settings automatically. However, if you are asked for additional information, please type in the following.

Domain\username: \username@nk.edu
Password: NKU password
Server: outlook.office365.com

Check **Use Secure Connection**

Tap Next.

Specify which data you would like to be synchronized with your phone.

You are finished.

If you have any issues with installation, please contact the IT Help Desk for assistance (http://oit.nku.edu/help.html).