Accessing NKU Email on Your Phone/Tablet

Apple iOS

Go to Settings, then Passwords & Accounts. At the bottom of the screen, tap Add Account.

The next screen will provide a list of account types. Tap Exchange.

You will then be prompted to enter your email address, and a description for the account. You can enter something like “NKU” or “NKU Email”.

A pop-up will appear asking you to sign in to your Exchange account using Microsoft. Tap Sign In.

Questions?
Contact the IT Help Desk at http://inside.nku.edu/it/help.html or (859) 572-6911.

Updated: 4/13/2020
You will be taken to the NKU Single Sign On page, with your email address pre-entered. Enter your password and tap Sign in.

![NKU Single Sign On](image)

This Sign-On service allows you to enter your NKU ID and password to access multiple resources within the NKU network.

username

password

Sign in

This will add your email account on your device. To access the settings, tap Settings > Passwords & Accounts. You can also sync your calendar and contacts.

Mail Days to Sync defaults to “1 Week”. This means that email older than 1 week will not show on your device. You can increase or decrease this time frame by tapping on this setting.

![Mail Settings](image)

Questions?
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Updated: 4/13/2020
Android

Open the Email app, and tap the menu icon in the top left corner.

Tap the gear icon in the upper right corner, then Add Account

Tap Exchange.
On the next screen, enter your NKU email address and password.

You will then need to all the email app to remotely control certain security features on your device. Tap **Activate**.

Questions?
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This will add your email account on your device. You can edit the display name of your account in the Edit names section.

To access the settings, tap Account Settings. You can also sync your calendar and contacts.

Email sync period defaults to “3 days”. This means that email older than 3 days will not show on your device. You can increase or decrease this time frame by tapping on this setting.

Questions?
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