

**nku email set up instructions**

* To set up/access your NKU email, login to [http://webmail.nku.edu](http://webmail.nku.edu/)
* Your email address is: *(Your NKU Username)*@nku.edu
* **ALL** communication from NKU, **including tuition statements**, will be sent to your NKU email accounts and must be checked consistently.

**TO SET UP NKU EMAIL, YOU MAY** *DOWNLOAD THE OUTLOOK APP* **ON YOUR PHONE AND LOG IN WITH YOUR NKU USERNAME AND PASSWORD OR FOLLOW THE INSTRUCTIONS BELOW…**

FOR TECHNICAL ISSUES, PLEASE CONTACT THE IT HELP DESK AT: 859-572-6911

 **HOW TO SETUP MOBILE EMAIL ON IOS DEVICE**

1. Go to Settings > Mail, Contacts, Calendars.
2. Under the Accounts section, select the Add Account button.
3. Select Exchange.
4. Under email, enter yourUsernameHere@mymail.nku.edu and NKU password. Optionally you can add a description such as “NKU Email.”
5. The Settings should update automatically, if they do, skip to step 11. If they don’t update automatically, continue to step 6.
6. Under Server enter outlook.office365.com.
7. Leave the Domain section blank.
8. Under Username, type your full email address yourUsernameHere@mymail.nku.edu.
9. Under Password, type your NKU password.
10. If it still will not update correctly, visit the Norse Tech Bar in UC 252 for additional assistance. Or contact the IT Help Desk.
11. Select which items you want to sync to your phone (contacts, notes, etc.), then click save.

**HOW TO SETUP MOBILE EMAIL ON AN ANDROID DEVICE**

*Note that Android devices vary greatly and these instructions may not work for all devices. If you have issues, visit the Norse Tech Bar in UC 252 for additional assistance.*

1. In Settings, find the tab or section labeled Accounts.
2. Select the Add account button.
3. Select the Microsoft Exchange Active Sync button.
4. Type your email address yourUsernameHere@mymail.nku.edu in the first box and your NKU password in the second box, then click next.
5. The settings should automatically update. If they do, skip to step 9; if they don’t, continue to step 6.
6. For both the Email address and Domain/username fields, type your email address yourUsernameHere@mymail.nku.edu.
7. In the Password field, type your NKU password.
8. For the Exchange Server, type in outlook.office365.com and click next. \*\*Note\*\* You may get a window that pops up for Certificate Authorization, click continue.
9. Next select your sync settings, usually these can be left to the defaults, then click next.
10. Optionally you can name the inbox, such as “NKU Email.”