Accessing Your University Mail Account on Android OS

Please note that some devices running the Android OS have a different looking interface to others so the layout and wording below may be different to your device.

Audience:
These settings will help you set up email on your personal phone/tablet running Android OS if you are:

- a postgraduate researcher
- a member of staff

Go to the Settings menu, and under the Accounts section select “Add an account”. Select Exchange account or Email.

In the account setup screen, enter your email address as username@exmail.nottingham.ac.uk followed by your password.

Select “Manual setup”.

Select “Exchange” as your account type if not already chosen at the start.
Set the domain\username to:
username@nottingham.ac.uk
or
\username@nottingham.ac.uk

Note: Some versions of Android will require the ‘\’ prefix while some do not. This should automatically appear if it is needed. If the ‘\’ is not prefilled you should not need to add it.

Change the server to email.nottingham.ac.uk. Select Next.

[Input fields]
Domain\Username: ___________@ad.nottingham.ac.uk
Password: ********
Server: email.nottingham.ac.uk
Use secure connection (SSL)
Accept all SSL certificates

A “remote security administration” warning will appear. Press OK.

⚠️ Remote security administration

The server m.outlook.com requires that you allow it to remotely control some security features of your Android device. Do you want to finish setting up this account?

Cancel  OK

The account options section will appear, with some default settings applied. You may edit any settings as you wish, including synchronising contacts and calendar items to your device. Once you have edited your preferences, or if you are happy with the default settings, press Next.
You will be notified that your account has been setup. Giving the account a name is optional, however if you have multiple email accounts set up you may wish to call this “University email” or something similar to help differentiate between other accounts.

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Press Next to complete the setup.