



University Email Setup on Smart Devices

User guide to setting up United Arab Emirates University email using
Microsoft Outlook and Apple Mail on iOS and Android



Apple Mail / Exchange



Microsoft Outlook

First: Set Up Email in Outlook

1 Open and download the app

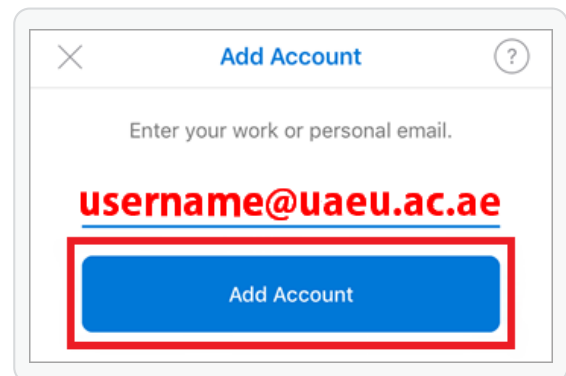
Open Outlook on your iOS or Android device. If it is not installed, download it from the appropriate app store.



UAEU email format: username@uae.ac.ae

2 Add the account

If this is your first time using Outlook, enter your full UAEU email address, then select Add Account.



To add another account: Menu > Settings > Accounts > Add Account > Email Account.

3 Sign in

Enter your email account password, then tap Sign In to complete the sign-in process.

Sing in using

UAE Pass

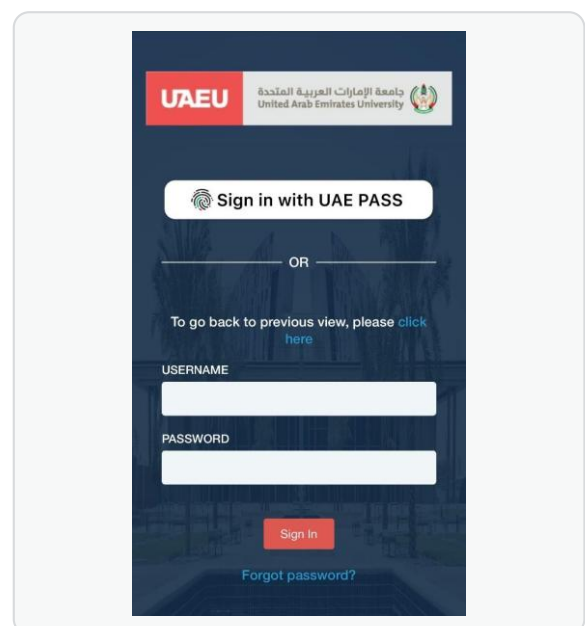
Or enter Sign-in details

Username:

yourname@uae.ac.ae

Password

Your UAEU email password

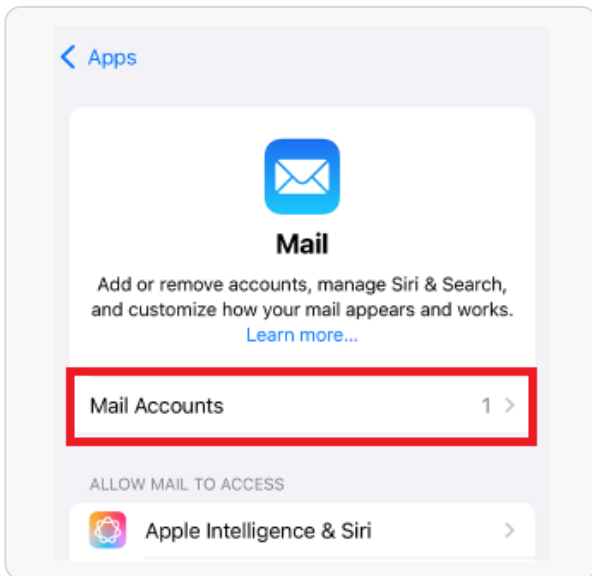


Second: Set Up Email in Mail app on iOS

1 Open Add Account

On your iPhone or iPad, open Settings and follow this path:

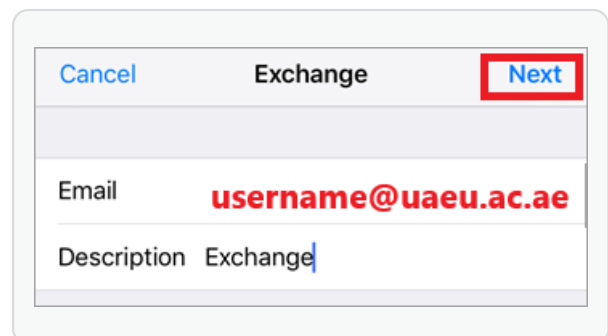
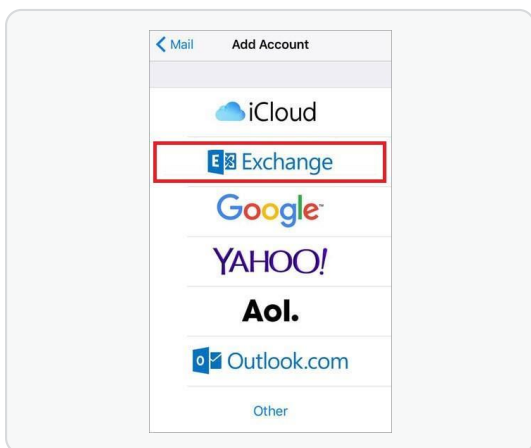
Settings > Apps > Mail > Mail Accounts > Add Account



2 Select Exchange and enter your email

Select Exchange, then enter your UAEU email address and a description for the account.

Tap Next to continue.



username@uae.ac.ae



Complete Sign-In and Sync

3 Select Sign In

Tap Sign In to your Microsoft using your email address.

Sign in to your "uaeu.ac.ae"
Exchange account using
Microsoft?

Your email address will be sent to
Microsoft to discover your Exchange
account information.

Configure Manually

Sign In

4 Enter your password

Enter your UAEU email password, then
tap Sign In or Next.

Manual server settings

Use these values only if you select Configure Manually.

Server	outlook.office365.com
Domain	Leave this field blank
Username	Enter your full email address
Password	Your UAEU email password

5 Choose sync services and save

Select the services you want to sync with your
device, then tap Save. Setup is complete.

Email setup completed successfully