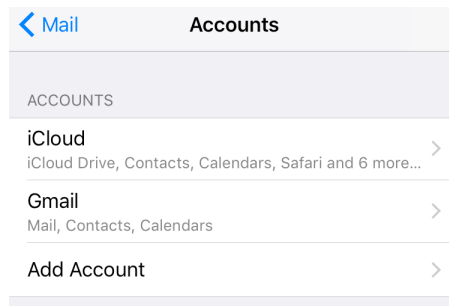
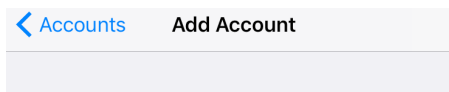


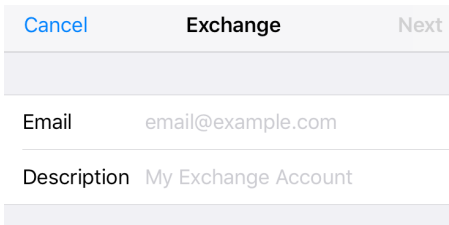
4. Tap **Add Account**.



5. Tap **Exchange**.

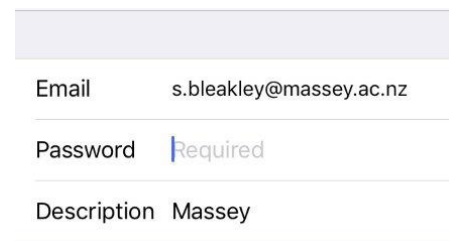


6. Enter your **Massey email address**  
e.g. f.e.bloggs@massey.ac.nz  
and a name in the **Description** that will mean something  
to you in the Accounts list on your device e.g.  
"Massey".



7. Tap **Next** (top right of screen)

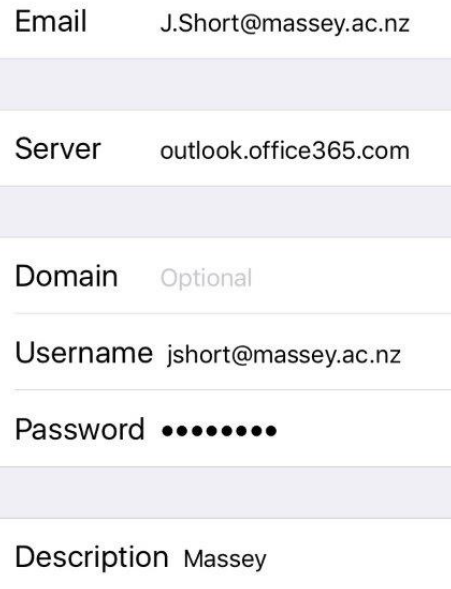
8. Enter your normal Massey **password**.



9. Tap **Next** (top right of screen).

10. Set values as below. Leave all other fields at their default values.

<b>Email</b>	your normal Massey email address e.g. f.e.bloggs@massey.ac.nz
<b>Server</b>	outlook.office365.com
<b>Domain</b>	leave blank
<b>Username</b>	username@massey.ac.nz e.g. febloggs@massey.ac.nz
<b>Password</b>	your Massey network password
<b>Description</b>	will carry through from previous screen



11. Tap **"Done"**

12. When the account has been verified by your device tap **"Save"**.

13. Press the Home button on your device to return to the Home screen.

# RECONNECTING YOUR MASSEY EMAIL ACCOUNT ON YOUR IPHONE OR IPAD



Your emails will NOT be lost following these steps

The first step in reconnecting your Massey emails is to remove your current Massey email account from your device.

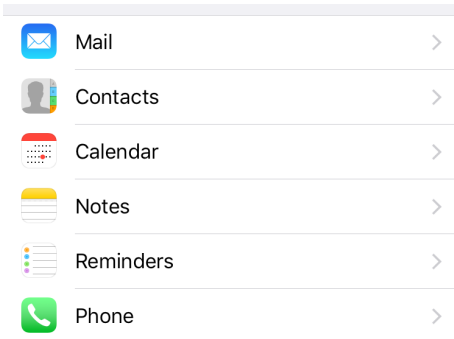
**NB: Your emails will NOT be lost by following these steps.**

**1. Tap Settings.**

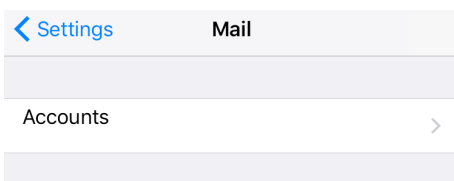


**2. Scroll down and tap Mail**

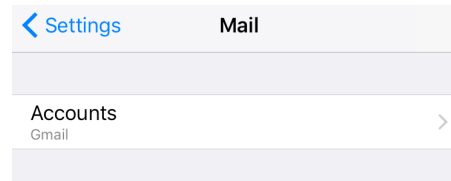
(or “Mail, Contacts, Calendars” on older versions of iOS).



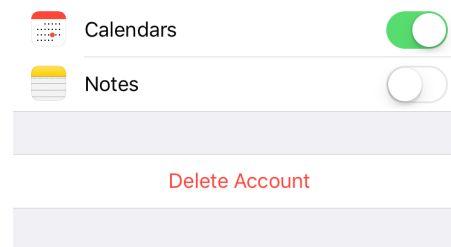
**3. Tap Accounts.**



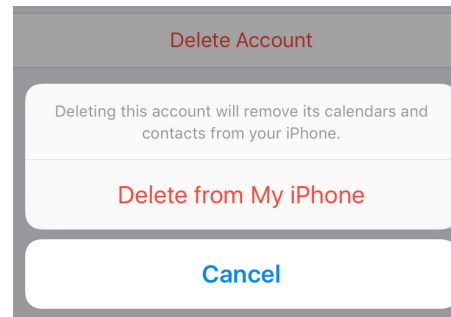
**4. Tap your Massey account.**



**5. Tap Delete account.**



**6. Confirm Delete from My iPhone.**

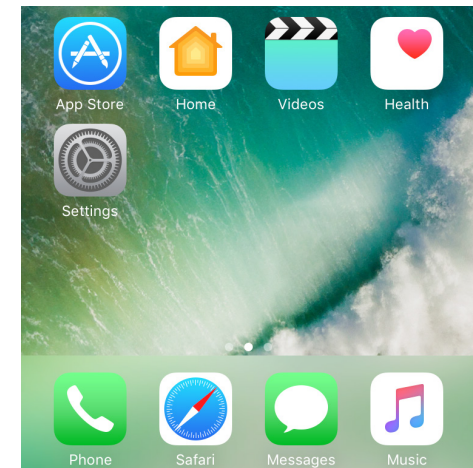


**Your emails will NOT be lost following these steps**

# YOU WILL NOW BE ABLE TO RECREATE YOUR MASSEY EMAIL ACCOUNT.

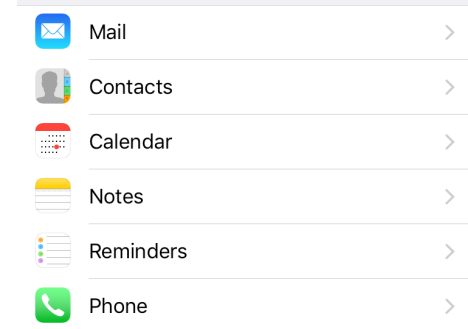
Disconnect from MUPrivateEquipment or MUPrivateEquipment wireless networks.

**1. Tap Settings.**



**2. Scroll down and tap Mail**

(or “Mail, Contacts, Calendars” on older versions of iOS).



**3. Tap Accounts.**

