



# Accessing your Emails

You will be able to access emails in any of your preferred ways once your account has been activated.

## Laptops / Computers

- On any laptop or computers (personal or on Russell Group premises) by going to <http://outlook.office.com/> or simply by putting into google “Microsoft Login” and signing in using your username and password

Microsoft

### Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Back Next

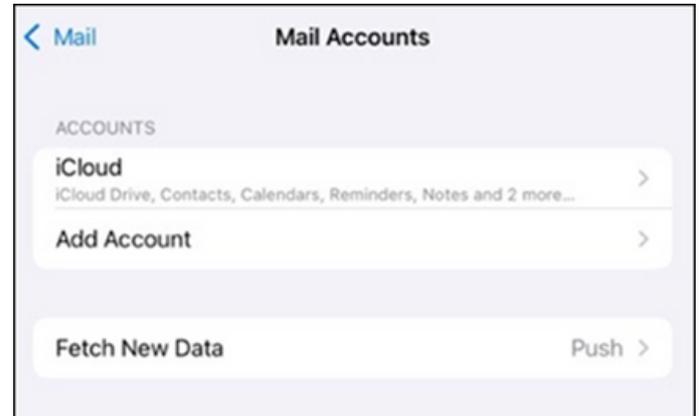
 [Sign-in options](#)



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## iPhone/iPad

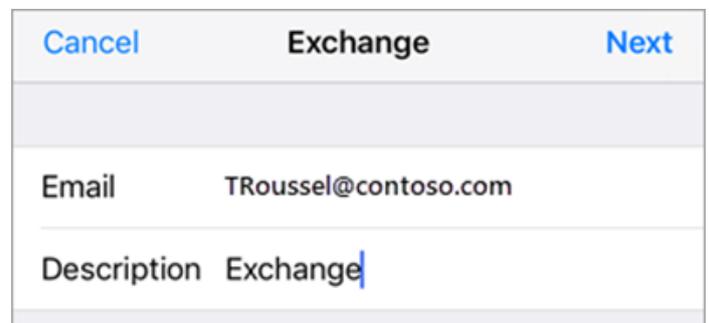
1. Go to your iPhone or iPad's **Settings** > scroll down and tap **Apps** > **Mail** > **Mail Accounts** > **Add Account**.



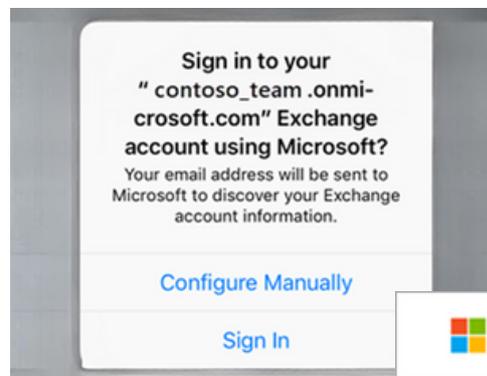
2. Select **“Microsoft Exchange”**



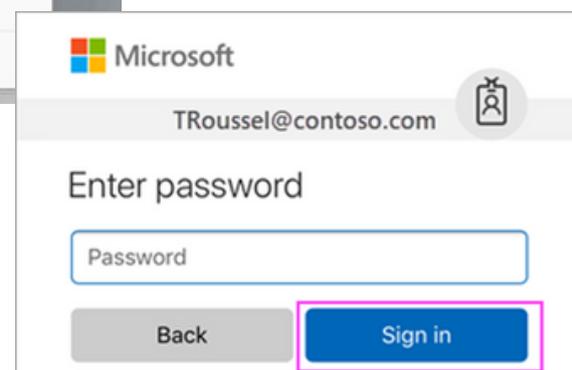
3. Enter your email address and a description of your account such as “Work”. Tap **Next**.



4. Tap **Sign In**



5. Enter your password and that is you!





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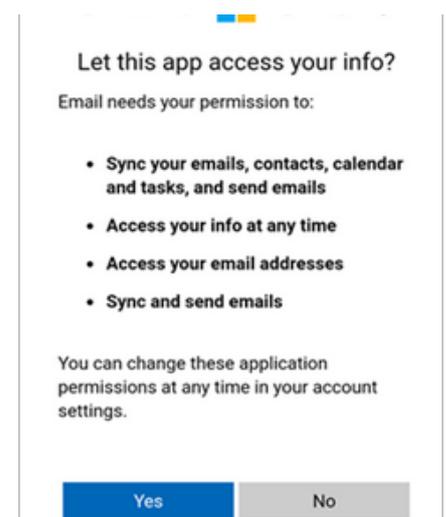
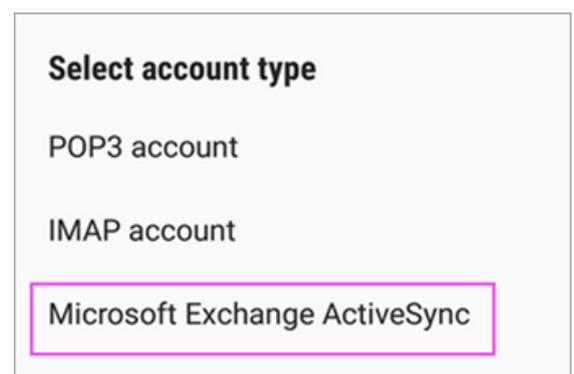
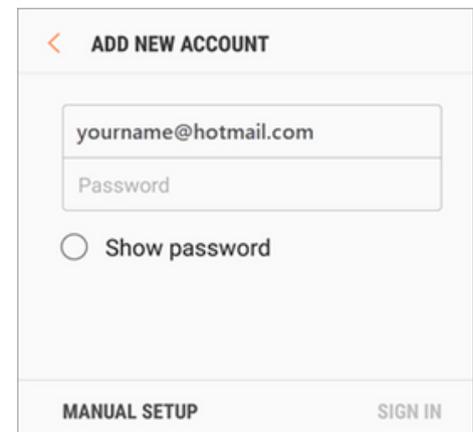
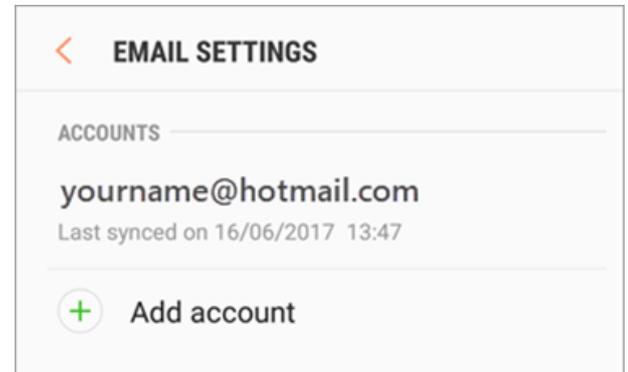
## Android

1. Open the Samsung Email app and tap **Add Account** if it's your first time. Or go to **Settings** in the app > **Add account**.

2. Enter your email address and password. Tap **Sign in**.

3. If you're prompted to select account type, choose **Microsoft Exchange ActiveSync** to sync contacts and calendars.

4. Tap **Yes** or **Ok** to confirm settings and permissions. What you see may vary depending on what kind of account you're setting up.



## Need support?

·Contact our helpdesk team on

**0141 810 8203**

·Look out for Drop-In Sessions in your site.