Mobile phones and devices
Setting up an iPhone, iPad or iPod

Add your mail account
1. in **Settings**, choose **Mail, Contacts, Calendars**
2. tap **Add new account** and choose **Microsoft Exchange**
3. enter your email address and for the domain, type in **ad_us**
4. type in your username and password and tap **Next**
5. the Server name should be completed with **exchange.sussex.ac.uk** after a few seconds so tap **Next** to finish
6. if you wish, you can also turn on **Contacts** and **Calendars** at the same time for access to your Outlook calendar and address book and tap **Save**

If you have existing contacts or calendar entries, you will be asked if you want to keep them. If so, there is also a warning that you may have duplicate entries if the same contacts or calendars are in your Sussex accounts.
Setting up an Android phone

Add your mail account
1. In Settings, choose Accounts and Sync
2. Tap Add account then Exchange ActiveSync
3. Enter your email address and password
4. For Server address, enter exchange.sussex.ac.uk and ad_us for the domain
5. Enter your Sussex username and password and tick the box for secure connection
6. Turn on Contacts and Calendars at the same time for access to your Outlook calendar and the Sussex address book and tap Finish setup

If you don’t already have a password set up on your phone, you will be asked to choose one.

Other phones
Please see our website for information on setting up other types of phone.
Other mail programs
Connection details

Most email programs are compatible with the staff mail system. There’s more information on our website but the settings are given here for reference.

Connect as Exchange
Some email programs enable you to connect to an Exchange server directly with these details:

Server: exchange.sussex.ac.uk
Domain: ad_us

Connect with IMAP and SMTP
Alternatively, you can connect using IMAP to receive messages and SMTP to send:

**IMAP server**: imap.exchange.sussex.ac.uk
**Port**: 993
**Security**: SSL encryption
**Authentication**: username/password

**SMTP server**: smtp.sussex.ac.uk
**Port**: 587
**Security**: STARTTLS
  (same authentication as logon)

Please note POP access to email is not supported; if you need assisted access to email, please contact us using the form at sussex.ac.uk/its/help/mailhelp