NAFA Configuration of Email

iOS Mail

1. Tap Settings > Passwords & Accounts > Add account > Microsoft Exchange



2. Enter NAFA Email Address: admissionnumber@student.nafa.edu.sg (eg. F19FA0001@student.nafa.edu.sg)
Desciption: (Optional, e.g NAFA or School)
Tap Next

Cancel	Exchange	Next
Email	F18DM0000@student.nafa.edu.sg	
Description	F18DM0000@student.nafa.edu.sg	
Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator may collect personal data, add/remove accounts and restrictions, list, install and manage apps, and remotely erase data on your device.		

3. Tap Configure Manually

Enter Password: **Date of Birth** (DDMMYYYY) or **NRIC/FIN No** (if you have not changed) (eg: 01012002 or S1234567A)

	Cancel Next	
Sign in to your		
account using Microsoft?	Email F18DM0000@student.nafa.edu.sg	
Your email address will be sent to Microsoft to discover your Exchange	Password	
account information.	Description F18DM0000@student.nafa.edu.sg	
Configure Manually		
Sign In	Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator may collect personal data, add/remove accounts and restrictions, list, install and manage apps, and remotely erase data on your device.	

4. Enter Server: mail.office365.com Username: NAFA Email address admissionnumber@student.nafa.edu.sg (eg. F19FA0001@student.nafa.edu.sg) Tap Next

Cancel		Next
Email	F18DM0000@student.nafa.edu.sg	
Server	mail.office365.com	
Domain	Optional	
Username	F18DM0000@student.nafa.edu.sg	
Password	•••••	

5. Adjust the items you wish to sync and tap **Save**

C	ancel	Exchang	ge Sav	е
		Mail		
	1	Contacts		
		Calendars		
		Reminders		
		Notes		

 To change the Mail Days to Sync, go back to Settings > Passwords & Accounts > Exchange (as per email description) Change the Mail Days to Sync to your preference

NAFA Student Email Mail Days to Sync	
	No Limit
	1 Day
	3 Days
	1 Week 🗸
	2 Weeks
	1 Month