NAFA Configuration of Email

iOS Mail

1. Tap **Settings** > **Passwords & Accounts** > **Add account** > **Microsoft Exchange**
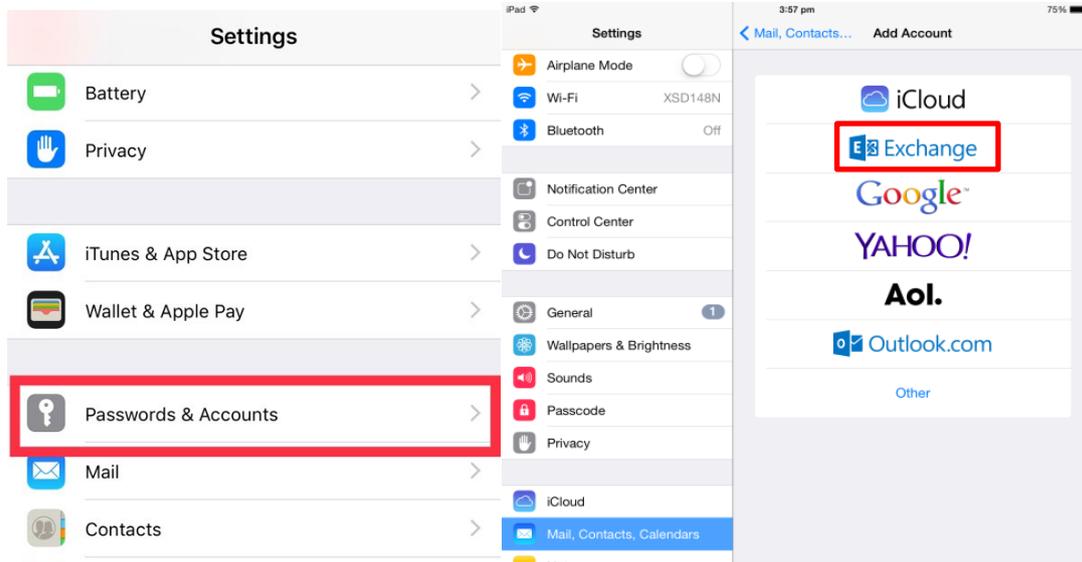
2. Enter NAFA Email Address: **admissionnumber@student.nafa.edu.sg (eg. F19FA0001@student.nafa.edu.sg)**
   Desciption: (Optional, e.g NAFA or School)
   Tap **Next**
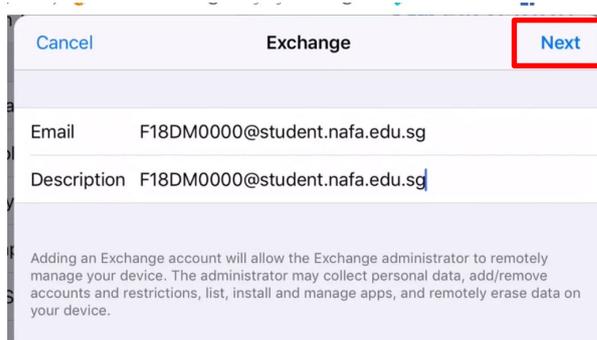
3. Tap **Configure Manually**
   Enter Password: **Date of Birth** (DDMMYYYY) or **NRIC/FIN No** (if you have not changed) **(**eg: 01012002 or S1234567A**)**
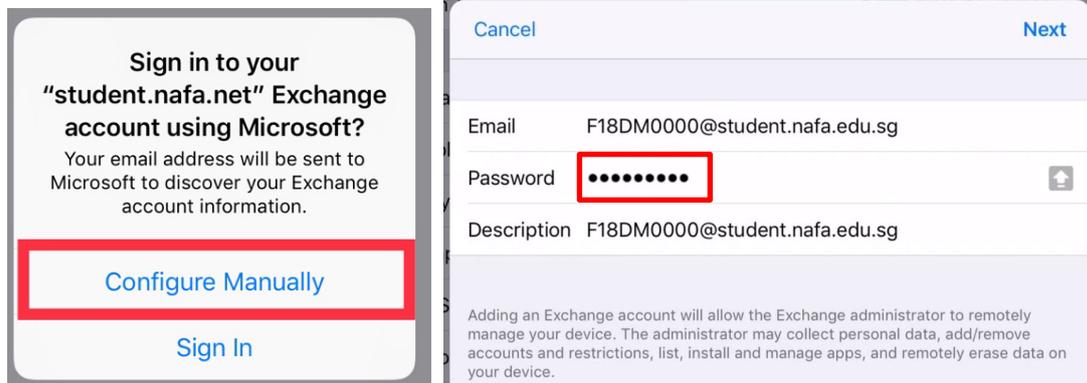
4. Enter Server: **mail.office365.com**
   Username: **NAFA Email address admissionnumber@student.nafa.edu.sg (eg. F19FA0001@student.nafa.edu.sg)**
   Tap **Next**
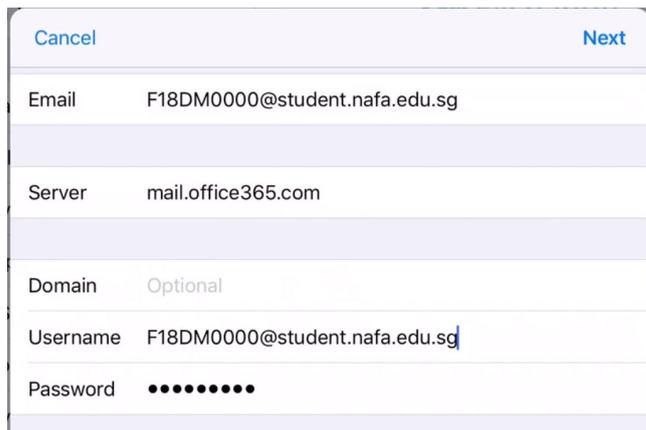
5. Adjust the items you wish to sync and tap **Save**
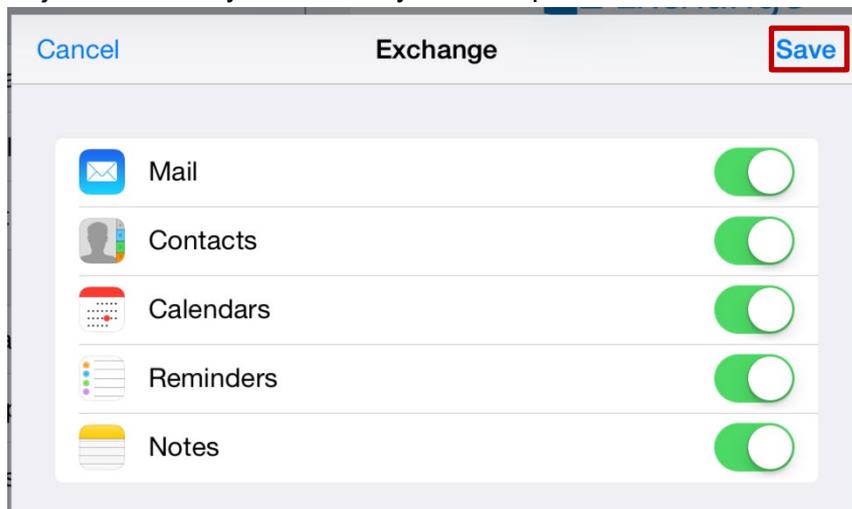
6. To change the Mail Days to Sync, go back to **Settings** > **Passwords & Accounts** > **Exchange (as per email description)**
    Change the **Mail Days to Sync** to your preference

❮ NAFA Student Email **Mail Days to Sync**

No Limit	
1 Day	
3 Days	
1 Week	✓
2 Weeks	
1 Month	