



New England College

Information Technology Tip Sheet

Student Email Accounts on iPod/iPad/iPhone and Android

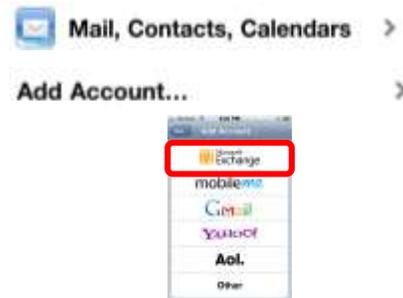
- These instructions are for New England College **STUDENTS ONLY**.
- If you are a Faculty/Staff member, please contact the NEC IT Help Desk (603-428-2350 or helpdesk@nec.edu) for account activation.
- On Android platforms, use server information below when selecting “**ActiveSync**” or “**Corporate Sync**” option.
- For BlackBerry, the direct Webmail OWA website is: <https://necmail.nec.edu/OWA>

Within an iDevice’s “**Settings**” choose the following. . .

Select “**Mail, Contacts, calendars**” (*shown right*)

Select “**Add Account. . .**” (*shown right*)

Select the “**Microsoft Exchange**” option (*shown right*)



Enter the following into the respective fields. . .

Email: **Your full NEC email address**

Domain: **nec.edu**

Username: **NEC username** (do not include “@nec.edu”)

Password: **NEC password** (same as webmail, network or BB)

Select “**Next**”



Authentication will fail and a new “**Server**” field will appear. . .

In the “**Server**” field enter: **necmail.nec.edu** (*shown right*)

Click “**Next**”



Please note the following:

- The NEC exchange server requires all mobile devices to have a passcode in place to access email. If your device does not have a passcode, you will be prompted to set one upon completing the steps above.