Install the Microsoft Outlook app to your device via Google Play Store or Apple App Store.

1. Select ‘Get Started’
2. Enter your full UoB email address. E.g. abc1@bolton.ac.uk
3. Select ‘Setup account manually’
4. Select ‘Exchange’
5. Select ‘Advanced Settings’

Apple devices only
Alternatively you can gain access to your university email account via the following link:

webmail.bolton.ac.uk

6. Complete the advanced settings as follows:

   **Server:** webmail.bolton.ac.uk
   **Domain:** bolton.ac.uk
   **Password:** Enter your UoB password
   **Description:** Give your connection a name

   Replace ‘???’ with your username.

   Select the ‘Tick’ icon to confirm at the top right of the screen to confirm and continue.

7. Select ‘Activate’

8. Select ‘Activate’

9. Select ‘Skip’ adding another account and ‘Skip’

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