Set Up UNCP BraveMail on a Mobile Device

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Access and synchronize your email and calendar.

Notes

Note that you must use your **BraveWeb password** during this process.

If you previously created a BraveMail password that was different than the BraveWeb one, it will no longer work.

For further assistance, contact the DoIT Help Desk at 910-521-6260 or by going to D.F. Lowry building, room 110. Take photo ID with you.

Apple iOS Devices (iPhone, iPad, iTouch)

1. If this is the first email account on your Apple Device, tap **Mail**. Otherwise, tap **Settings** > **Mail, Contacts, Calendars > Add Account.**

2. Tap **Microsoft Exchange.**

3. Type the information requested in the **Email, Password,** and **Description.** By default, the description is **Exchange,** but we recommend changing it to **BraveMail.**

4. Tap **Next** on the upper-right corner of the screen.

5. Type the information requested for the **Server, Domain,** and **Username.** The **Server** is **outlook.office365.com** and the **Domain** is **uncp.local** and is NOT optional. For **Username,** type your full email address (such as **aaa000@bravemail.uncp.edu**).

6. After you have provided this information, touch **Next.**

7. Choose the information you want to synchronize between your account and your device. You will want to turn off **Contacts.** Then touch **Save.**

Android Devices

1. Select **Settings > Accounts > Add account.**

2. Select **Email > Exchange.** (If Exchange isn't listed, select **Corporate.**)

3. Type your full email address, for example aaa000@bravemail.uncp.edu, and your BraveMail password, and then select **Next.**

4. Enter the following account information and select **Next.**

   - **Domain\Username**: The domain is **uncp.local** and the username is your full email address. For example, if your email address is aaa000@bravemail.uncp.edu, type **uncp.local\aaa000@bravemail.uncp.edu.** Note that some newer phones ask for domain and username on separate lines.

   - **Exchange server** is **outlook.office365.com**.

5. Make sure **Use secure connection (SSL)** is checked. Select **Next.**

6. At Remote security administration, you must select **OK** to continue the process.

7. Under Account options, **uncheck Sync Contacts.** Select **Next.**

8. Give the account a name such as BraveMail. Select **Next.**

Note – You may need to wait a few minutes after you set up your account before you can send or receive email.