How to put your LSBU email on your phone/device

This help sheet is for students who wish to set up their LSBU email account on a mobile device such as a phone or tablet.

Please Note: For the initial setup you will need to have an internet connection on your device as well as an iTunes or Google play account.

Setting up your LSBU Email on an iOS / Android device
How to put your LSBU email on your phone/device

To use Outlook, you will need to download the app:

Outlook app via iTunes
Outlook app via Google Play

1) After you've installed the Outlook app, tap to open it on your device.

2) Tap Add Account on iOS or Get Started on Android.
(you may be asked to select Outlook.com)

3) Enter your LSBU email address, for example: username@lsbu.ac.uk and select Continue.
4) Follow the prompts and enter your **username** and **password**, and then tap **Sign in**. Example: LSBU\username.

If you get a time-out message, your password or other information might be incorrect. Retype the information and then try again.

5) Tap **Yes** to let the app access your info. Outlook begins syncing your data once it connects to your account.

If you need to reset your password, type `go.lsbu.ac.uk/password` into the browser address bar and follow the on-screen instructions.

Click here for [Outlook for iOS and Android Help](#)

For more information about LSBU’s wireless network for students, please refer to our guide: [IT 41 How to connect to Wi-Fi](#)

For further information and support contact:
Tel: 020 7815 6678
Email: [llr-ithelpdesk@lsbu.ac.uk](mailto:llr-ithelpdesk@lsbu.ac.uk)
Visit: Student IT Support, 1 West, Perry Library

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