

To Set Up College Email on a Windows Phone:

1. On **Start**, swipe left to the **App** list, select **Settings**, and then select **Email + accounts**.
2. Select **Add an account > Outlook**.
3. Enter your e-mail address and password and select **Sign in**. Windows Phone will try to set up your e-mail account automatically. If setup completes successfully, skip to step 7.
4. If you see the message “Check your information and try again. You may have mistyped your password,” verify that you entered the correct email address and password. At this stage, you don’t need to specify any values for **User name** and **Domain**. Select **Sign in**. If setup completes successfully, skip to step 7.
5. If your e-mail account can't be set up automatically, you'll see the message, “We couldn't find your settings”. Select **Advanced**. You'll need to enter the following information:
 1. **E-mail address:** This is your full e-mail address, for example *johnlogan@jalc.edu*.
 2. **Password:** This is the password for your e-mail account.
 3. **User name:** This is your full e-mail address, for example *johnlogan@jalc.edu*.
 4. **Domain:** Enter *jalc.edu*
 5. **Server:** Enter *outlook.office365.com*
 6. Select **Show all settings** and make sure the **Server requires encrypted (SSL) connection** box is selected.
6. Select **Sign in**.
7. Select **OK** if Exchange ActiveSync asks you to enforce policies or set a password.