



Microsoft Outlook Phone Set Up

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If you already have your mobile phone set up for email then you only need to change the Server to **outlook.office365.com** and your user name to be your complete email address (**MyID@hsc.wvu.edu**) or delete and re-create account. If your mobile phone is not set up for email please see instructions below per the device.

Set up Microsoft Exchange email on an Android

1. From the Applications menu, select **Email**. This application may be named Mail on some versions of Android.
2. Type your full email address (for example **MyID@hsc.wvu.edu**), and your password, and then select **Next**.
3. Select Exchange account. This option may be named Exchange ActiveSync on some versions of Android.
4. Enter the following account information and select **Next**.
5. Domain\Username Type your full email address in this box. If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty and type your full email address in the Username box.
6. Password Use the password that you use to access your account.
7. Exchange Server Use the address of your Exchange server. If you're connecting to your Office 365 email, use **outlook.office365.com** for your server name.
8. As soon as your phone verifies the server settings, the Account Options screen displays. You can now set the options to your choosing.

Set up Exchange email on an Apple iPhone, iPad, or iPod Touch

1. If this is the first email account on your iPhone, tap **Mail**. Otherwise, tap Settings > Mail, Contacts, Calendars > Add Account.
2. Tap Settings > Mail, Contacts, Calendars > Add Account.
3. Tap Microsoft Exchange.
4. You don't need to type anything in the Domain box. Type the information requested in the Email, Username, and Password boxes. You need to type your full email address in the Email and Username boxes (for example, **MyID@hsc.wvu.edu**).
5. Tap **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Go to step 8 if your mail program finds your settings.
6. If your iPhone can't find your settings, you'll need to manually look up your Exchange ActiveSync server name. If you're connecting to your Office 365 email, use outlook.office365.com for your server name.
7. In the Server box, enter your server name (**outlook.office365.com**), and then tap **Next**.
8. Choose the type of information you want to synchronize between your account and your device, and then touch Save. By default, Mail, Contacts, and Calendar information are synchronized.

9. If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. If you don't set up a passcode, you can't view your email account on your iPhone. You can set up a passcode later your iPhone settings.

Set up Exchange on 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 email address and password, and then select **Sign in**. Windows Phone will try to set up your email account automatically. If setup completes successfully, skip to step 8.
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 8.
5. If your email 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:
 - **E-mail address** This is your full email address, for example **MyID@hsc.wvu.edu**.
 - **Password** This is your **MYID** password for your email account.
 - **User name** This is your full email address, for example **MyID@hsc.wvu.edu**.
 - **Domain** This is the part of your email address after the @ sign, for example **hsc.wvu.edu**.
6. **Server** This is the name of your Exchange server. Use **outlook.office365.com** for your server name.
7. Select the **Server requires encrypted (SSL)** connection box.
8. Select **Sign in**.
9. Select OK if Exchange ActiveSync asks you to enforce policies or set a password

Set up email on a BlackBerry®

1. From the BlackBerry® home screen, select **BlackBerry Setup > Set up Internet E-mail > Add An Email Account**.
2. Type your email address and password, and then select **Next**.
3. Your BlackBerry will try to set up your email account automatically. If setup completes successfully, skip to the next step. If your email account can't be configured automatically, do the following:
 - Select **I will provide the settings to add this email account**.
 - Scroll down, and then select **Next**.
 - Select **Internet Service Provider Email (POP/IMAP)**, and then select **Next**.

- Type your full email address for your user name (for example, MyID@hsc.wvu.edu).
 - Scroll down and type the name of your email server (**outlook.office365.com**).
4. Select **Next**.
 5. Enter the name of the outgoing server (**smtp.office365.com**).
 6. Select OK to complete the setup.

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