How to Set Up Delgado E-mail on a Windows Mobile Device

If you have a different phone, see Mobile Phone Setup Wizard.

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**. (Your mobile device password is the same as your email password)

4. Windows Phone will try to set up your e-mail account automatically. If setup completes successfully, skip to step 7.

5. 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.

6. 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:

   a. **E-mail address** This is your full e-mail address.

   b. **Password** This is the password for your e-mail account.

   c. **User name** This is your full e-mail address.

   d. **Domain** This is the part of your e-mail address after the @ sign, for example dcc.edu.

   e. **Server** Type **outlook.office365.com**.

   f. Select **Show all settings** and make sure the **Server requires encrypted (SSL) connection** box is selected.

7. Select **Sign in**.

8. Select **OK** if Exchange ActiveSync asks you to enforce policies or set a password.

What else do I need to know?

If your e-mail account is the type that requires registration, you must register it the first time you sign in to Outlook Web App. Connecting to your e-mail account through a mobile phone will fail if you haven't registered your account through Outlook Web App. After you sign in to your account, sign out. Then try to connect using your mobile phone. For more information about how to sign in to your account using Outlook Web App, see How to Sign In to Outlook Web App. If you have trouble signing in, see FAQs: Sign-in and Password Issues or contact the person who manages your e-mail account.