# LoboMail – Windows

# For online instructions and links go to:  bit.ly/SILyNL

**LoboMail Setup: Windows**

Windows **Phone**

1. Tap Settings and then tap Email and Accounts.
2. Tap Add an Account and select Outlook.
3. Enter your email address (e.g. ckent2@unm.edu) and password and tap Sign In. *Windows* Phone will try to configure your email account automatically. If configuration completes successfully, skip to step 6.
4. If your email account can't be configured automatically, tap Advanced Setup. Enter the following information:
   - Email address. This is your full email access, for example ckent2@unm.edu.
   - Password. This is the password for your email account.
   - User name. This is your full email address, for example ckent2@unm.edu.
   - Domain. This is the part of your email address after the @ sign, for example unm.edu.
   - Server. Enter m.outlook.com.
   - Select the Server requires encrypted (SSL) connection box.
5. Tap Sign In.
6. Press OK when Exchange ActiveSync asks if you want to enforce policies on your phone. Policies let you set a password on your mobile phone and use a remote device wipe to clear all data from your mobile phone in case the phone is lost or stolen.

**Optional Setup for IMAP: you can also choose to use an IMAP connection from your mobile device. This type of connection only provides access to your email, and not contacts or calendar items.**

1. To set up a POP3 or IMAP4 email account, swipe left from the home screen.
2. Tap Settings and then tap Email and Accounts.
3. Tap Add an Account and select Other Account.
4. Enter your email address and password and tap Sign In. *Windows* Phone will try to configure your email account automatically. If configuration completes successfully skip to step 7.
5. If your email account cannot be configured automatically, tap Advanced. You will need to enter the following information:
    o Account name. This is a descriptive name for your account.
    o Your name. Type your name as you want it to appear when you send email messages from your phone.
    o Incoming email server. This is the incoming email server for your account. For instructions on how to find your incoming email server name, see "How do I find the server settings?" later in this answer.
    o Account type. This will be either POP or IMAP.
    o User name. This is your full email address, for example, tony@contoso.com.
    o Password. This is the password for your email account.
    o Outgoing (SMTP) email server. This is the outgoing email server name. For instructions on how to find your outgoing server name, see "How do I find the server settings?" later in this answer.
    o Tap Advanced settings and tap to select the boxes Require SSL for incoming mail and Require SSL for outgoing mail.
6. Tap Sign In.

**To find your server settings, sign in to your e-mail account using Outlook Web App. After you sign in, click Options > See All Options > Account > My Account > Settings for POP, IMAP, and SMTP access. The POP3, IMAP4, and SMTP server name and other settings you may need to enter are listed on the Protocol Settings page under POP setting or IMAP setting, and SMTP setting.**