

Configuring Outlook Live E-mail, Contacts, and Calendar with Your Mobile Device

Connecting with a Windows Mobile Device (version 5.0 or later)

1. On your mobile device, from the home screen, click **Start**.
2. Click **ActiveSync**.
3. Click **Menu**, and then click **Configure Server**.
4. Enter the server address in the required box. The server address is m.outlook.com.
5. Select the “This server requires an encrypted (SSL) connection” check box and click **Next**.
6. Enter your user name, password, and domain.
NOTE: Domain will in most instances be grey and you will not be required to enter anything in this box.
7. Select the “Save password” check box and click **Next**.
8. Choose the type of information you want to synchronize with the server by clicking the check box next to each item and click **Finish**.

Connecting with an Apple iPhone

1. If this is the first time you are setting up an e-mail account on your iPhone tap **Mail**. Otherwise, tap **Settings**.

2. Tap **Mail, Contacts, Calendars**.
3. Tap **Add Account**.
4. Tap **Microsoft Exchange**.
5. Tap in the **E-mail** box and enter your full e-mail address (for example, username@live.marshall.edu).
6. Tap in the **Username** box and enter your full e-mail address again.
NOTE: The format on the username could vary depending on the software version of the phone. You may be prompted to enter the username in the form of **marshall\username**. This will be shown in the box for username prior to you tapping that box for entry.
7. Tap in the **Password** box and enter your password.
8. Tap **Next** on the upper right-hand corner of the screen.
9. Tap in the **Server** box and enter m.outlook.com.
10. Tap **Next**.
11. On this screen you will see settings for Mail, Calendar, and Contacts. By default, all of these are turned on. To turn off synchronization for a type of information tap and slide the switch to **OFF**.
12. Tap **Save**.
NOTE: If you are prompted to create a new passcode, tap **Continue** and enter a numeric passcode. You will need to enter the **Passcode** twice.
CAUTION: If you tap **Close**, you will need to configure your **Passcode** in the iPhone **Settings** application before you can view your information on your iPhone.

If your mobile device does not support one of the methods listed above then you may use another program, such as POP or IMAP, that supports basic e-mail functions, but it will not support features like calendaring, contacts, and tasks.