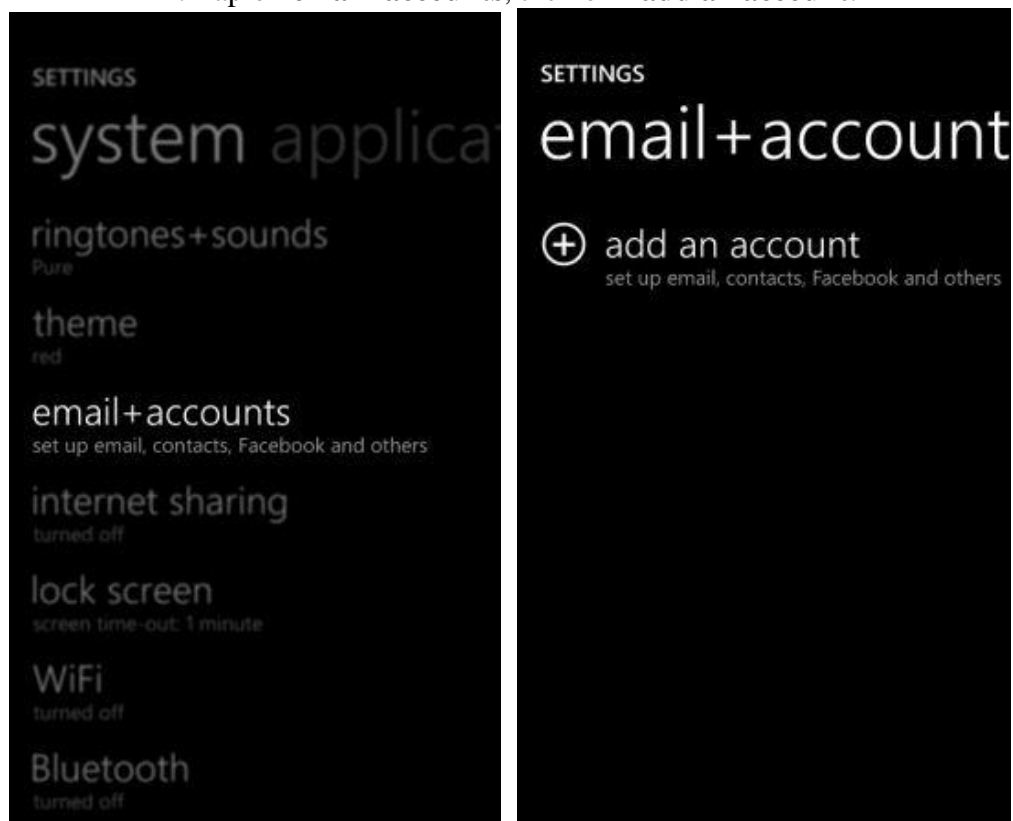


## Configuring Windows Mobile Devices for Hosted Email

1. From the start screen, swipe left to the App List and select **Settings**.



2. Tap on **email+accounts**, then on **+add an account**.



## Configuring Windows Mobile Devices for Hosted Email

3. Select **Outlook**. Enter your regular email address in the **Email address** field, your Outlook password in the **Password** field, and tap **sign in**.

The image consists of two side-by-side screenshots from a Windows Mobile device. The left screenshot shows the 'ADD AN ACCOUNT' screen with a list of account options: Microsoft account (Hotmail, Xbox, Messenger, Windows), Outlook (Outlook.com, Exchange, Office 365), Yahoo! Mail, Google, Facebook, Twitter, LinkedIn, and other account. The right screenshot shows the Outlook sign-in screen. It has a title bar with 'OUTLOOK' and a user profile icon. Below the title bar are two input fields: 'Email address' containing 'administrator@elmoreco.com' and 'Password' containing a masked password '.....'. There is a 'Show password' checkbox below the password field. A QWERTY keyboard is visible below the input fields. At the bottom of the screen is a 'sign in' button.

4. Choose **no** when you are asked to enable the account for Store, Messenger and Xbox.

The image is a screenshot of a Windows Mobile dialog box titled 'Just wondering...'. The text inside the dialog box asks: 'Do you also want to use this account in the Store, with Messenger and with Xbox?'. Below this text are two buttons: 'yes' and 'no'. Below the buttons is a 'Show password' checkbox. At the bottom of the dialog box is a paragraph of text: 'Your sign-in information will be saved and may be used to automatically sync docs and information with your company's servers. If you're adding a business Exchange account, your network administrator will be able to remotely delete your content and settings from your phone.'

## Configuring Windows Mobile Devices for Hosted Email

5. An error message appears saying **We couldn't find your settings**. You are brought back to the Settings window. Pan down to fill the **Username** field with your regular email address. **Do not** fill the **Domain** field. Tap **sign in** again.

The left screenshot shows the Outlook sign-in screen with the message "We couldn't find your settings." The "Email address" field contains "administrator@elmoreco.com" and the "Password" field is masked with dots. A "Show password" checkbox is present. The "sign in" button is at the bottom.

The right screenshot shows the same screen after tapping "sign in". The "Username" field now contains "administrator@elmoreco.com" and the "Domain" field is empty with a question mark. A keyboard is visible on the screen.

6. The same error message is displayed, you are presented with two choices in a pop-up window, select **advanced**.

The left screenshot shows the Outlook sign-in screen with the message "We couldn't find your settings." The "Email address" field contains "administrator@elmoreco.com" and the "Password" field is masked with dots. A "Show password" checkbox is present. The "sign in" button is at the bottom.

The right screenshot shows the same screen after tapping "sign in". The "Username" field now contains "faq@example.com" and the "Domain" field is empty. A pop-up window is displayed with the message "We couldn't find your settings" and two buttons: "try again" and "advanced".

## Configuring Windows Mobile Devices for Hosted Email

7. You are now requested for more credentials. Pan down to the **Server** field and enter **outlook.office365.com**



8. Tap **sign in**.
9. Your mailbox will start synchronizing with Exchange.

## Configuring Windows Mobile Devices for Hosted Email

10. Tap on your account name to display more settings. Select among **Email**, **Contacts**, **Calendar** and **Tasks** the items you wish to synchronize. **Don't deselect** the "Server requires encrypted (SSL) connection" option. Confirm the settings by tapping the accept button.

EXAMPLE SETTINGS

Account name  
Example

Download new content  
as items arrive

Download email from  
the past 7 days

Content to sync

☒ Email

☒ Contacts

✓ ✕ ...

EXAMPLE SETTINGS

Username  
administrator@elmoreco.com

Password  
.....

☐ Show password

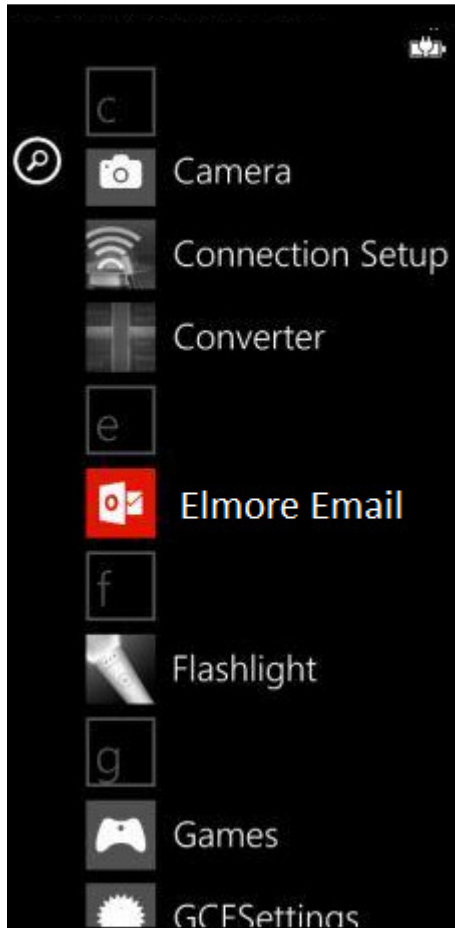
Server  
outlook.office365.com

☒ Server requires encrypted (SSL) connection

✓ ✕ ...

## Configuring Windows Mobile Devices for Hosted Email

11. To see your email, from the start screen, swipe left to the App List and select **your account name**. (ex: Elmore Email).



If you need further assistance, do not hesitate to contact us.