Student Email Windows Phone Setup

You will need a Windows Phone and your student email login.

1: Tap your Settings tile:
   Tap “email+accounts”

   Then tap “add an account”

   Then tap “Outlook”

   Enter your email and password:
   Email is your StarID@metrostate.edu
   Password is your StarID password

   Tap “sign in” when you’re done.

2: The page will refresh with a new field at the bottom called “Domain”

   Enter www.metrostate.edu in the “Domain” field

   Tap “sign in” again.

   The popup below will appear:

   We couldn’t find your settings
   To go back and check your info, tap Try Again.
   If you’re sure your info is correct, tap Advanced to type your server settings.

   Tap “advanced” to continue.

3: The page will refresh again with two new fields called “User name” and “Server”

   Enter your StarID@metrostate.edu email again in the “User name” field

   Enter outlook.office365.com in the “Server” field

   Tap “show all settings” to customize your account name and choose what to sync. By default, your account will be named Metrostate, and it will sync one week of emails plus your contacts, calendar, and tasks.

   When you’re finished, tap on “sign in” one more time.

   If you followed these steps correctly, your email will appear under the “email+accounts” menu (see Step 1) and in your list of apps.

   Open the app to start downloading your email, and you’re done!

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