

## SET UP ACCOUNT

Select an account to set up, or a registered email address.



Corporate



Yahoo! Mail



AOL



Outlook.com



Verizon.net



Gmail

or

ADD OTHER ACCOUNT

Step 1: Select Outlook.com

62° 4G 37% 9:02 AM

< **OUTLOOK.COM**

Select service ▼  
outlook.com

Rs870667@wcupa.edu

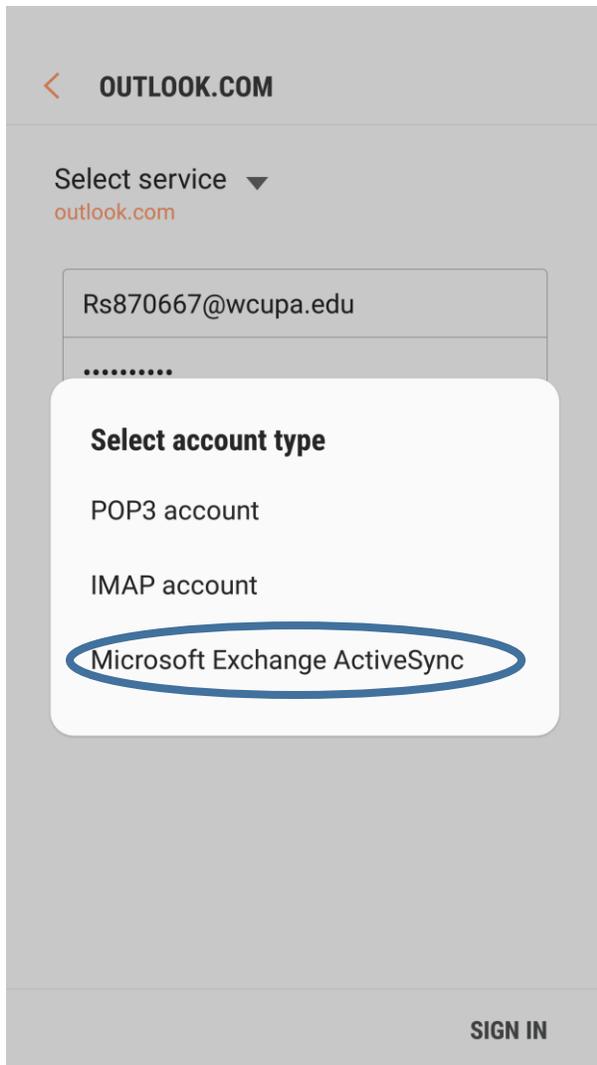
Password

Show password

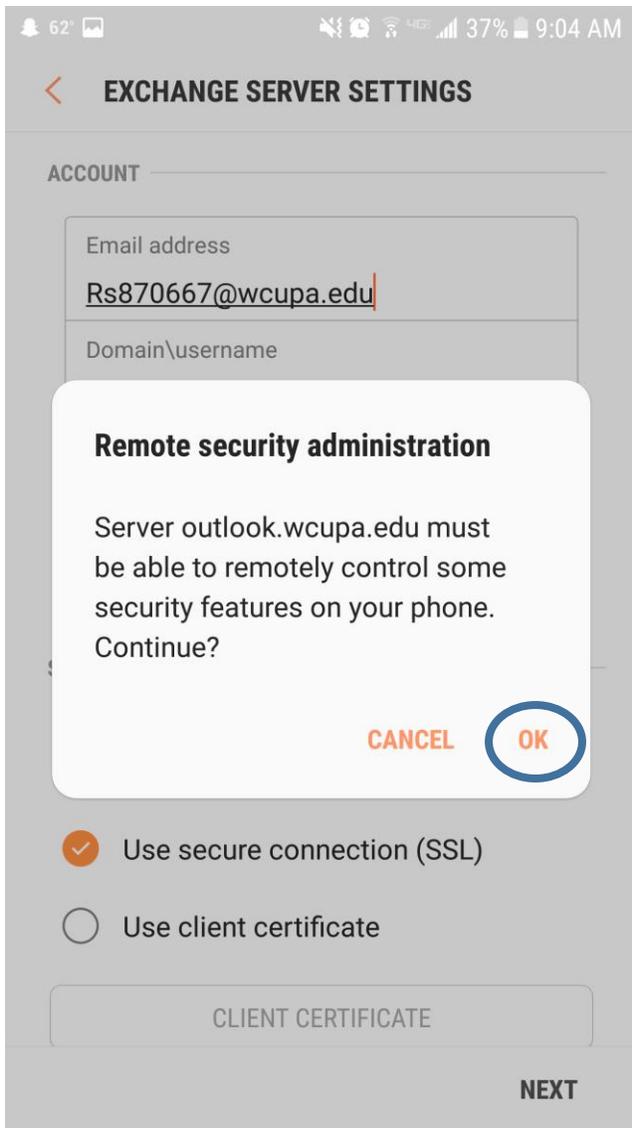
SIGN IN



Step 2: Enter your email address and password



Step 3: Select Microsoft Exchange ActiveSync



Step 4: Select OK

< PHONE ADMINISTRATOR



Email

Server outlook.wcupa.edu must be able to remotely control some security features on your phone.

Activating administrator will allow Email to perform the following operations:

- **Erase all data**  
Erase phone's data without warning, by performing factory data reset.
- **Set password rules**  
Control the screen unlock password length and character restrictions
- **Monitor screen unlock attempts**  
Monitor number of incorrect passwords entered when unlocking screen, and lock phone or erase all phone data if too many incorrect passwords are entered.
- **Lock the screen**  
Control how and when the screen locks
- **Set screen unlock password expiration**  
Control how frequently the screen unlock

CANCEL

ACTIVATE

Step 5: Select Activate

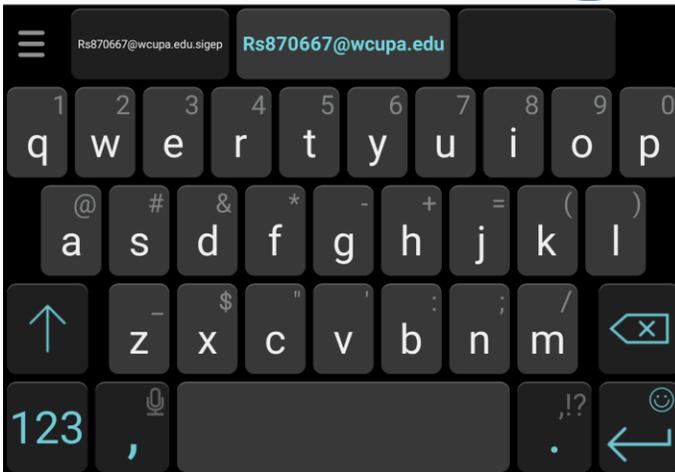
### EDIT NAMES

Your account has been set up. You can now change your account name and your name for outgoing email.

Account name (optional)

Rs870667@wcupa.edu

DONE



Step 6: Input a name for the email account. For most users, leaving the email address as the Account name is perfectly fine. When finished, select DONE. Doing this will bring you to your mailbox.