Here are the full steps for Windows Mobile Device:

1. Tap **Start** > **Messaging** > **Setup E-mail**.
2. Enter your e-mail address and password, and then tap **Next**.
3. Make sure the check box **Try to get e-mail settings automatically from the Internet** is selected, and then tap **Next**. Your mobile phone will try to get settings from the Internet automatically. If this fails, tap **Next**. Otherwise go to step 8.
4. For **Your e-mail provider**, select **Exchange server**, and then tap **Next** twice.
5. Enter your e-mail address (for example, jane.smith03@myhunter.cuny.edu), and then tap **Next**.
6. Tap in the **Server** box and enter the server name outlook.office365.com and then tap **Next**. The server name is listed in the table above.
7. Enter your user name and password, and then tap **Next**. Your user name is your complete e-mail address (for example, jane.smith03@myhunter.cuny.edu).
8. Select the check boxes for the types of items you want to view on your device, and then tap **Finish**.

**Additional settings may be required. Please contact the Hunter College Student Help desk if you have any difficulty setting up your device:**

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:studenthelpdesk@hunter.cuny.edu">studenthelpdesk@hunter.cuny.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>(212) 650-3624</td>
</tr>
<tr>
<td>Location</td>
<td>Thomas Hunter 4th Floor</td>
</tr>
</tbody>
</table>