

EMAIL SETUP ON WINDOWS MOBILE DEVICES

On the Home screen, *click* **Start** > **Messaging**, and *select* any account. Next, *Click* **Menu** > **Options** > **New Account**.

In **Your name**, *enter* your display name for e-mail messages.

In **E-mail address**, *enter* the e-mail address for this account (netid@mail.montclair.edu).
Click **Next**

On the next page, enter your Username and Password; your Netid and Netid password are used here. Leave the Domain field blank. *Check* save password. *Click* **Next**

On the next screen, *choose* server type, **IMAP4**. Account name is up to you but MSU is logical especially if you are going to setup other emails on the phone. For network choose Internet. *Click* Next.

On the next screen, *enter* Incoming Server: **mail.montclair.edu**. *Check* **require SSL**, Outgoing Server: **smtp.montclair.edu** *Check* outgoing server requires authentication.
Click **Next**.

The next few screens are personal preferences. Continue through all the options and then *Click* **Finish**.

WARNING: We are not responsible for any issues you may encounter regarding the use of this documentation. Windows Mobile Phones and Mobile Outlook are currently not supported by Montclair State University. These instructions are here for your convenience only, and assume you are comfortable experimenting on your own. You should be familiar with using Mobile Outlook and the other features of your Windows Mobile Phone.