Mobile connections to your Loyola University email account will need to be re-established as part of the migration to Microsoft Outlook.

You can re-establish your email account as soon as the new system goes live (a few hours after the upgrade begins the evening of Friday, March 28). Please note that some features and messages may still be in transition during the migration weekend; your mailbox will be fully functional by Monday, March 31.

Before You Begin

If you are re-establishing a connection to your Loyola email account after the email upgrade to Outlook, you must delete your existing connection first. (This will delete the mobile version of your account only; your original mailbox will remain intact.) If you are setting up a new connection to your Loyola email account, skip this section and continue with Step 1 below.

To delete your existing Loyola connection
- Please Tap on the Settings icon
- Tap on Mail, Contacts, Calendars
- Select your Loyola email account
- Tap on Delete Account

Important Note

As part of the migration, your email address will be changing from userid@lumc.edu to userid@luc.edu. Your password for the new email system will be the same as what you use for many University systems (such as Kronos, Benefit Express, Lawson, and Locus). Be sure to use this email and password combination when setting up your mobile connection.

Connecting to Microsoft Outlook on Your Apple iPhone, iPad, and iPod Touch

1. Tap the Settings icon.
2. Tap Mail, Contacts, Calendars.
3. Tap Add Account.
4. Tap Microsoft Exchange.
5. Type your full Loyola University email address (e.g., mbrady@luc.edu) and your Loyola University email Password. For the Description field, we recommend using Loyola.

6. Tap Next on the upper-right corner of the screen. Your mail program should find the settings it needs to set up your account.

   (If you are prompted to enter additional information, use adms for the domain and outlookmail.luc.edu for the server. Students should use adms for the domain and outlook.office365.com for the server.)

7. Choose the type of information you want to synchronize between your account and your device, and then touch Save. By default, Mail, Contacts, and Calendar information are synchronized.

**Synching Address Books**

If you’d like to synch your contacts, you can select the address books you would like to synch to your device.

1. Tap the Contacts icon.
2. Tap Groups.
3. Select the Address books to sync.