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, simply start with Step 1 below.

Connecting to Microsoft Outlook on Your Nokia (Symbian OS) Phone

1. On the Applications menu, select Applications > Mail.
2. Select Create a new mailbox to start the setup wizard.
3. Accept the Nokia terms of service and select Start.
4. Select Mail for Exchange from the list of available account types, and then enter the following information:
   - In the Password box, enter your Loyola email password.
   - In the Username box, enter your Loyola email user name (e.g., mbrady@luc.edu).
   - In the Domain box, enter adms.
   - Select Next to continue. The setup wizard will try to automatically set up your email account.
5. The wizard should complete the account set up. If you are prompted to enter additional information, use adms for the domain and outlookmail.luc.edu for the server (for faculty and staff) or outlook.office365.com (for students).
6. Select OK when Mail for Exchange informs you that it isn’t recommended to use multiple methods to synchronize your contacts with your phone.
7. Choose whether you want to synchronize your Calendar, Contacts, and Tasks by selecting the appropriate options and then selecting Next.