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, simply start with Step 1 below.

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 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 University email password.
   - In the Username box, enter your Loyola University 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.