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

You can re-establish your email account any time after 9:30 a.m. on Saturday, May 18. Please note that some features and messages may still be in transition during the migration weekend; your mailbox will be fully functional by Monday, May 20.

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 Using a Windows Phone

1. On Start, swipe left to the App list, select Settings, and then select email + accounts.
2. Select Add an account > Outlook.
3. Enter your Loyola email address and password, and then select Sign in. Windows Phone should complete the set up automatically.*
4. Select OK if Exchange ActiveSync asks you to enforce policies or set a password.

* If your email account can’t be set up automatically, you’ll see the message, “We couldn’t find your settings.” Select Advanced and enter the following information:

- In the E-mail address box, enter your full Loyola email access (e.g., mbrady@luc.edu).
- In the Password box, enter your Loyola email password.
- In the User name box, enter your full Loyola email address (e.g., mbrady@luc.edu).
- In the Domain box, enter adms.
- In the Server box, enter outlookmail.luc.edu (for faculty and staff) or outlook.office365.com (for students).

Finally, select the Server requires encrypted (SSL) connection box, then select Sign in.