HSD EMAIL MIGRATION: MOBILE DEVICES

Connecting Using Your Windows Phone

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 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 University 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 University email access (e.g., mbrady@luc.edu).
- In the Password box, enter your Loyola University email password.
- In the User name box, enter your full Loyola University 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.