Set Email on Android, iPhone and Windows Phone

Use these settings to access your e-mail using POP, IMAP, or SMTP.

POP setting

Server name: pod51000.outlook.com

Port: 995

Encryption method: SSL

IMAP setting

Server name: pod51000.outlook.com

Port: 993

Encryption method: SSL

SMTP setting

Server name: pod51000.outlook.com

Port: 587

Encryption method: TLS

How do I set up POP or IMAP E-mail on an Android Device?

1. From the home screen, tap **Applications** > **Settings** > **Accounts & sync** > **Add account** > **Manual setup**.
2. On the **Incoming settings** screen, in the **Protocol** drop-down menu, select **IMAP** or **POP3**. We suggest you select IMAP because it supports more features.
3. In the **Email address** and **Username** text boxes, enter your full e-mail address, for example tony@contoso.com, and then select **Next**. Your user name is the same as your e-mail address.
4. In the **Password** text box, enter your email password.
5. In the **IMAP server** or **POP3 server** text box, enter your IMAP or POP server name. (Settings above)

6. In the **Security type** drop-down menu and **Server port** text boxes, specify the POP or IMAP settings, and then tap **Next**. Your e-mail application will check your IMAP or POP settings.
7. On the **Outgoing server settings** screen, the **Login required** option should be selected for you, and the **Username** and **Password** text boxes should be filled in.
8. In the **SMTP server** text box, enter the SMTP server (above).
9. In the **Security type** drop down menu and **Server port** text box, specify the SMTP settings (above) and click **Next**.
10. In the **Account name**, text box, enter a name your account (for example "Office 365 email" or "Work email"). In the **Your name** text box, enter the name you want displayed when you send e-mail to others (for example "Tony Smith"), and then select **Finish Setup**.

How do I set up POP or IMAP e-mail on an iPhone?

1. Tap **Settings** > **Mail, Contacts, Calendars** > **Add Account**.
2. Tap **Other**.
3. In the **Name** box, enter your full name.
4. In the **Address** box, enter your full e-mail address (for example, tony@contoso.com).
5. In the **Password** box, enter your password, and then tap **Save**.
6. Tap either **IMAP** or **POP**. IMAP is recommended because it supports more features.
7. Under **Incoming Mail Server**, in the **Host Name** box, enter your incoming server name (above).
8. In the **User Name** box, enter your full e-mail address (for example, tony@contoso.com). In the **Password** box, enter your email password.
9. Under **Outgoing Mail Server**, in the **Host Name** box, enter your outgoing server name (above).
10. In the **User Name** box, enter your full e-mail address (for example, tony@contoso.com). In **Password**, enter your email password.
11. Tap **Save**.

How do I set up POP or IMAP E-mail on Windows Phone?

1. On **Start**, swipe left to the App list, select **Settings**, and then select **email + accounts**.
2. Select **Add an account** and select **Other account**.
3. Enter your e-mail address and password and select **Sign in**. Windows Phone will try to set up your e-mail account automatically. If setup completes successfully, skip to step 6.
4. If you see the message "We couldn't find the settings for the account information you entered", make sure the e-mail address and password are correct, and then select **Try again**. If setup completes successfully, skip to step 6.
5. If your e-mail account can't be set up automatically, select **Advanced**, and then select **Internet email**.
    You'll need to enter the following information:
    a. **Account name:**   This is a descriptive name for your account.
    b. **Your name:**   Type your name as you want it to appear when you send e-mail messages from your phone.
    c. **Incoming email server:**   This is the incoming e-mail server for your account.
    d. **Account type:**   This will be either POP3 or IMAP4.
    e. **User name:**   This is your full e-mail address, for example, tony@contoso.com.
    f. **Password:**   This is the password for your email account.
    g. **Outgoing (SMTP) email server:**   This is the outgoing email server name.
    h. Select **Advanced** and select the boxes **Require SSL for incoming email** and **Require SSL for outgoing email**.
6. Select **Sign in**.