1. Navigate to the “Settings” menu.
2. Tap “Accounts” from the list.
3. Tap “Add Account” at the bottom of the screen. (If you don’t already have any accounts previously configured, you should skip to step 4)
4. Tap “Advanced” at the bottom of the screen.
5. Tap “Microsoft Exchange ActiveSync”.
6. You'll need to enter the following information:
   - **Description**: Enter “BloomU” or whatever you’d like to call the account.
   - **Domain**: Leave the Domain field blank.
   - **Username**: Enter your full email address, such as abc12345@huskies.bloomu.edu.
   - **Email Address**: Enter your full email address, such as abc12345@huskies.bloomu.edu.
   - **Password**: Enter your current HuskyID password.
   - **Server Address**: m.outlook.com
   - **Port**: 443
   - **Use SSL**: On
7. Tap “Next”.
8. Verify each of the services available with your student email account that you’d like to sync with your device are set to “On”, including your mail, contacts, and/or calendar, and tap “Done”.

Please give the mobile device up to approximately 15 minutes to do the initial sync. For uninterrupted service, please remember to update your password in the settings each time you change your password.

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**Can’t get your student email account added to your mobile device successfully?**

1. Be sure you are specifying your full email address as the username and make sure you are typing in your current HuskyID password correctly. Try logging in to Outlook Web App at [http://mail.huskies.bloomu.edu/](http://mail.huskies.bloomu.edu/) to verify you are using the correct username and password. If your password is not working, reset your HuskyID password at [https://password.bloomu.edu/](https://password.bloomu.edu/) and then verify you can log into [http://mail.huskies.bloomu.edu/](http://mail.huskies.bloomu.edu/) successfully before trying to add your email account to your mobile device again.
2. Verify you have a currently working connection to the Internet on your device by opening a web browser and trying to get a random off-campus web page to load. If you are on-campus and have just connected to the “bloomu” wireless network and haven't yet registered your device, you will only have very limited connectivity which will prevent you from adding your email account. If you open a web browser on your device, you should be redirected to the registration page currently at [https://bradfordrr.bloomu.edu/registration/index2.html](https://bradfordrr.bloomu.edu/registration/index2.html). After you successfully register on the wireless network, try adding the email account again. Alternatively, you can try disabling Wifi, which will make your cell data network connection active (if your mobile device has cell data support), and try adding the email account again.
3. You can try an alternative server name, pod51000.outlook.com, if m.outlook.com is not working.
4. In case there is a bug in your current version, you can try updating your device with the latest software updates and then try adding the email account again.