1. From the main screen of the phone, select the Start Menu button. In the program list select the ‘ActiveSync’ application.

In the ActiveSync application, select “set up your device to sync with it” as shown below.
2. In the Edit Server Settings screen, enter ‘m.outlook.com’ into the Server address box. Verify that the SSL connection option is checked, as shown below.

Click Next.

3. In the ‘User Information’ screen, enter your full Bloomsburg University email address (HuskyID) abc12345@huskies.bloomu.edu in the ‘User Name’ box, and your password in the ‘Password’ box.

Click Next.
4. In the options screen, choose the data you want to synchronize, by default all boxes are checked. Click Next.

```
Options
Choose the data you want to synchronize:
- Contacts
- Calendar
- E-mail
- Tasks
```

5. If you are presented with an “ActiveSync Alert” screen, click OK.
6. From the Messaging application, you should be able to access your Outlook Email Account. Select your ‘Outlook E-Mail’ and your messages will be displayed.