

How to Setup Your Student Email On Your Phone

For specific instructions based on your type of phone, Click here: [Mobile Phone Email Settings](#)

For generalized instructions:

1. On your phone go to where you would add a new email account.
2. When you go to setup a new email account, it should prompt you on whether you want to setup a **POP** email account or an **IMAP** email account.
 - a. A **POP** email account will delete the email messages from your web-based inbox after it has been delivered to your phone.
 - b. An **IMAP** email account keeps a copy of all your email messages on your web-based inbox even if it has already been delivered to your phone.

We recommend using the **IMAP** setting to ensure that you have a backup of your email in case an unforeseen event happens and you lose your phone or it malfunctions.

3. During the setup it will ask you for your username and password. Your username is your full email address – **Example – *jdoe11111@students.itcollege.edu***
4. Next it should ask you for your incoming mail server or something similar.

For **POP** email this is: **pod51008.outlook.com**

For **IMAP** email this is: **pod51008.outlook.com**

5. If your phone asks you for an encryption method, select “**SSL**” for both **POP** email and **IMAP** email. If your phone prompts you for a port number, enter “**995**” for **POP** or enter “**993**” for **IMAP**.
6. Finally, it should ask for your outgoing mail server or **SMTP** server settings.

If your phone asks you for an encryption method, select “**TLS**” for both **POP** email and **IMAP** email. If your phone prompts you for a port number, enter “**587**”.

7. If everything was successful, your phone should be setup to receive your student email.