Configuring a Drexel IMAP Email Account on a Windows Phone

Start the Email and Accounts Settings.

1. From Start page, tap the arrow to see the App list
2. Find and tap Settings
3. Find and tap email+accounts

Create a new email account.

4. Tap add an account
5. Find and tap advanced setup
6. Enter your Drexel address and password then tap next
7. Tap Internet email

Don't forget to add "@drexel.edu" after your user-id.
Complete your account creation.

8. Fill in the Internet Email Account page per the instructions below

- Give the account a name that you’ll recognize in your apps list
- Enter the name to be used in the “From” line of your messages
- Enter this server name: imap.mail.drexel.edu
- Tap to display account types and choose IMAP4
- Enter your DrexelOne user-id here (without the “@drexel.edu” part)
- Your password should already be here from the earlier page
- Enter this server name: smtp.mail.drexel.edu
- Tap advanced settings
- Make sure that all four check boxes are checked
  (the first two are probably already checked)
- Tap to choose how often your phone should check for messages
  (checking more often uses more of your phone’s battery power)
- Tap to choose how much email to store on your phone
  (storing more email means less room for apps, games, music, etc)
- Click sign in

You’re done. A new tile is on your Start page; tap it to see your Drexel email