THE UNIVERSITY of NEW ORLEANS
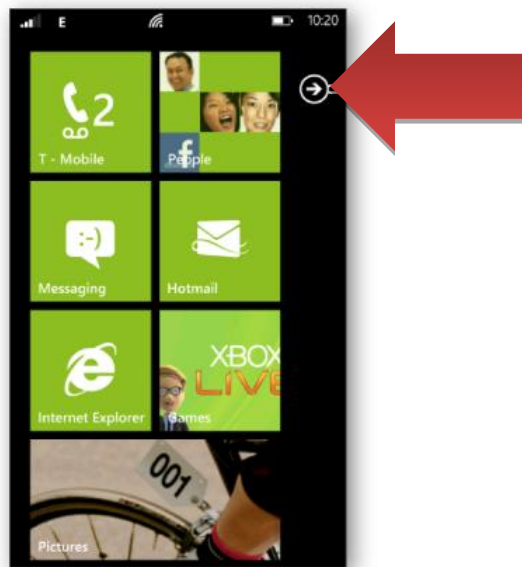
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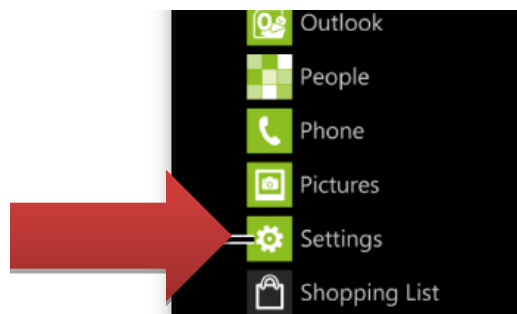
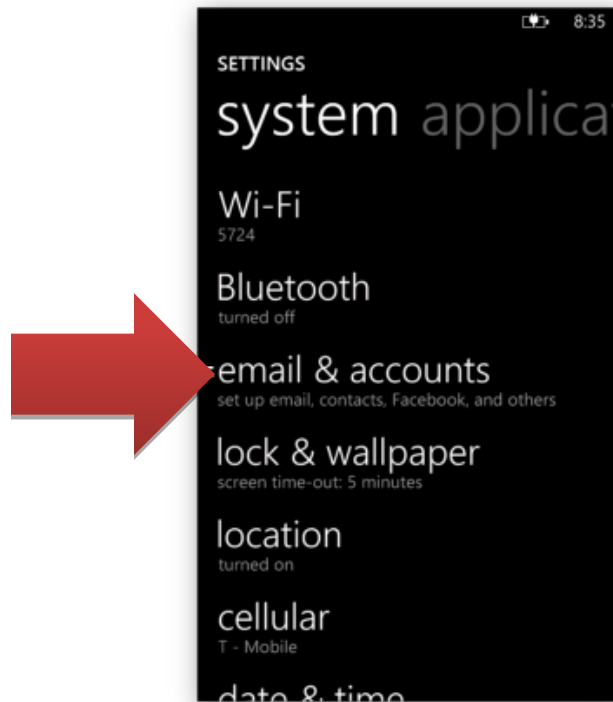# Setting up Email on a Windows 7 Phone
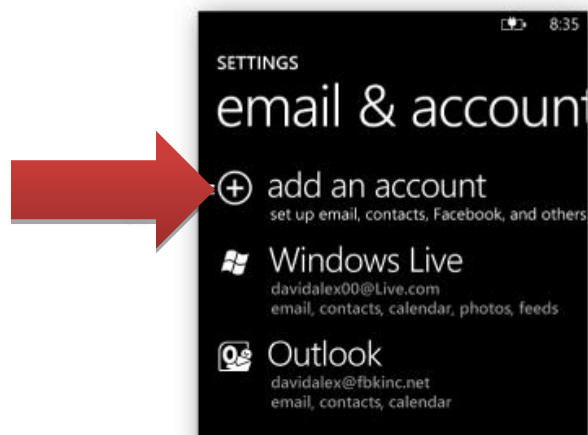
1. On the Start screen, flick left to the Apps list or tap the arrow.

2. Tap **Settings**.

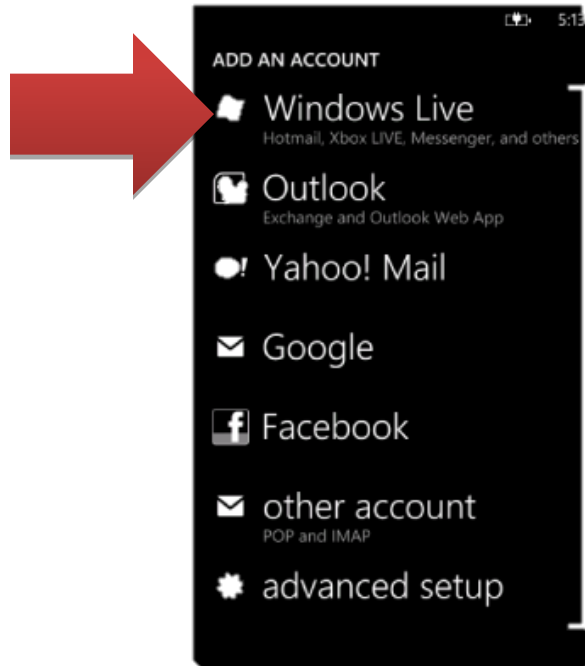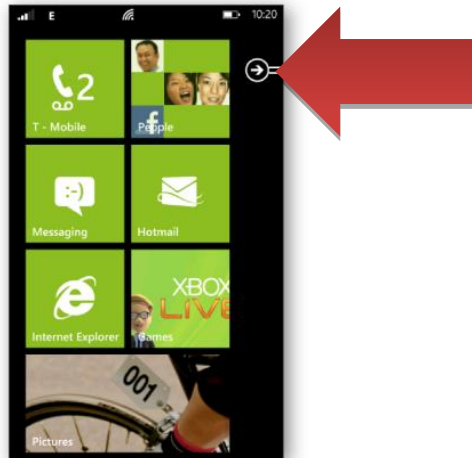3. Tap **Email & Accounts**.

4. Tap **Add An Account**.

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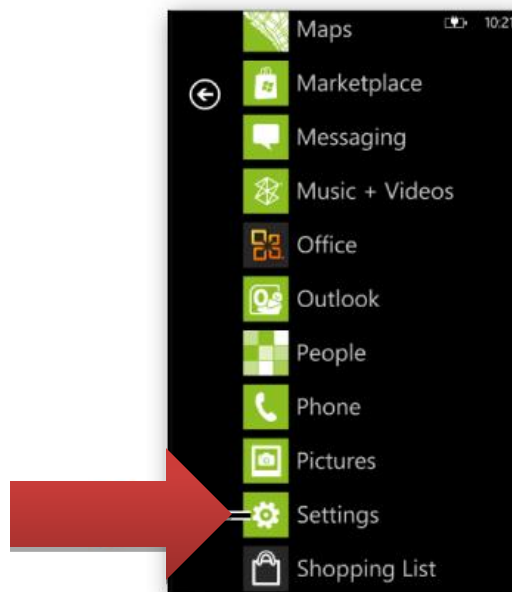5. Tap **Windows Live**.

6. Enter your e-mail address **(username@uno.edu)** and password by tapping the appropriate boxes.
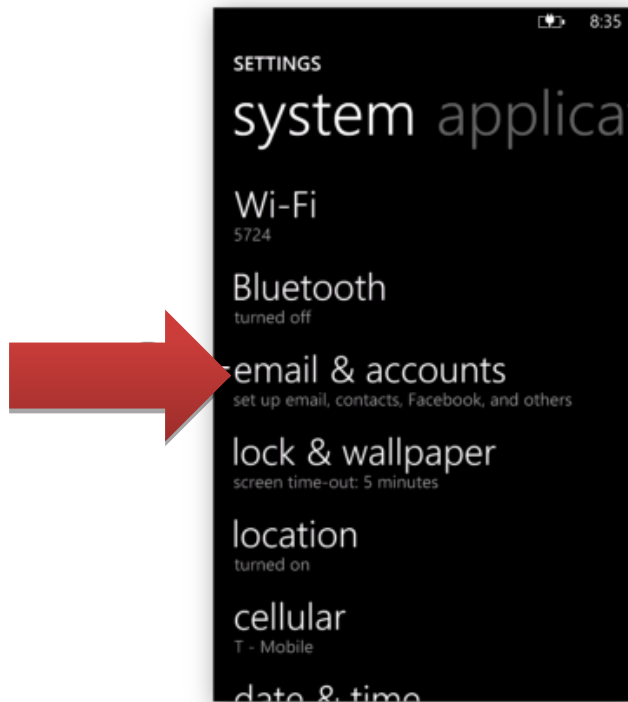
7. Click the Windows Button.

8. On the Start screen, flick left to the Apps list or tap the arrow.

9. Tap **Settings**.

10. Tap **Email & Accounts**

11. Tap **Windows Live**.

12. Change m.hotmail.com to **pod51008.outlook.com**.

Congratulations! You have now setup your Student Email account.

If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at helpdesk@uno.edu. You may also stop by the Help Desk, located in the UCC Room 101.