

How do I set up Alverno's live@edu student email on my Windows phone?

1. From the home screen swipe left to the App list, then scroll down and select **Settings**.
2. Select **Email and Accounts**; then **add an account**.
3. Select **Outlook**, and then enter your email address and password - *Your email address will be in the format username@alverno.edu*
4. Leave the domain field blank and tap **Sign in**.
5. A message will appear "**We couldn't find your settings;**" tap **Advanced**, and enter **m.outlook.com** in the **server field**.
6. Tap **Show all settings**, and change the account name field to **Alverno**
7. Tap **Sign in**. The account will now synchronize and will appear on your home screen as **Alverno**.

You're done!