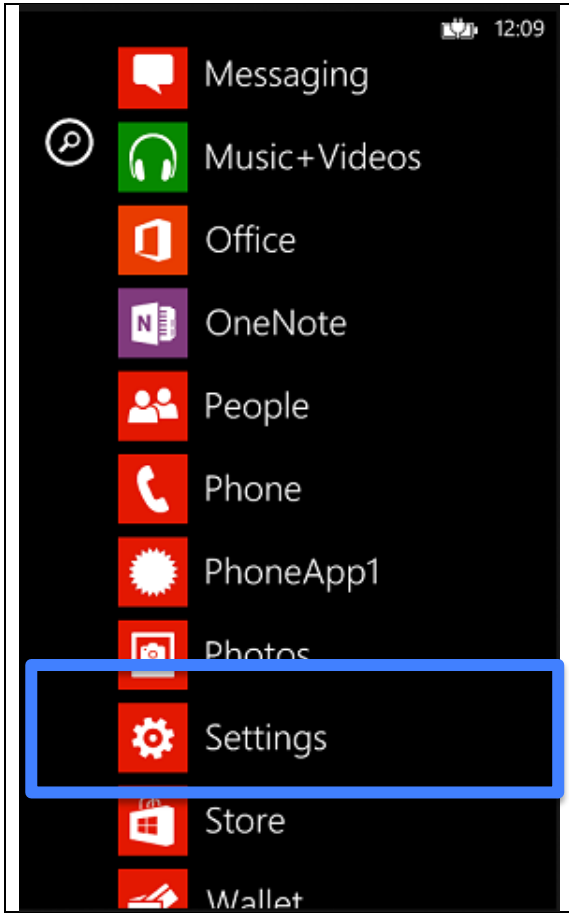
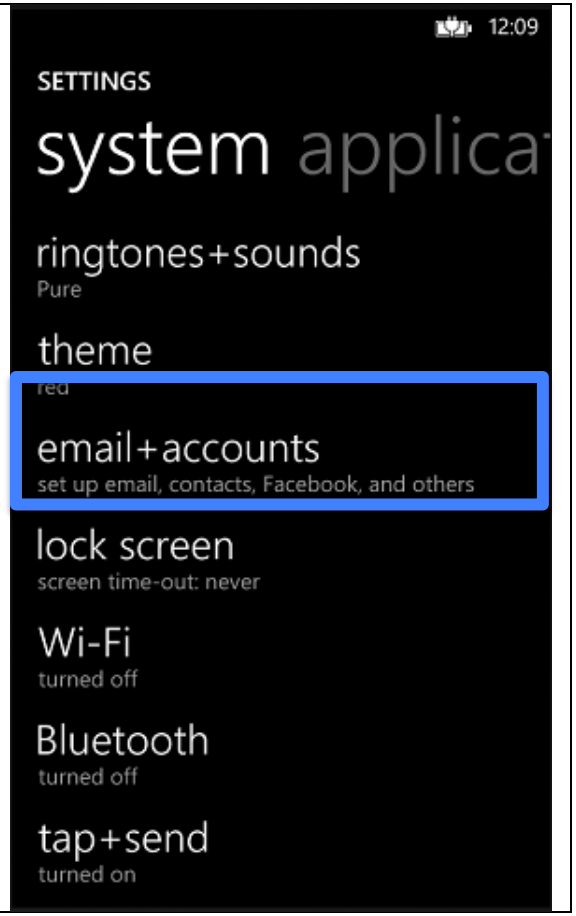
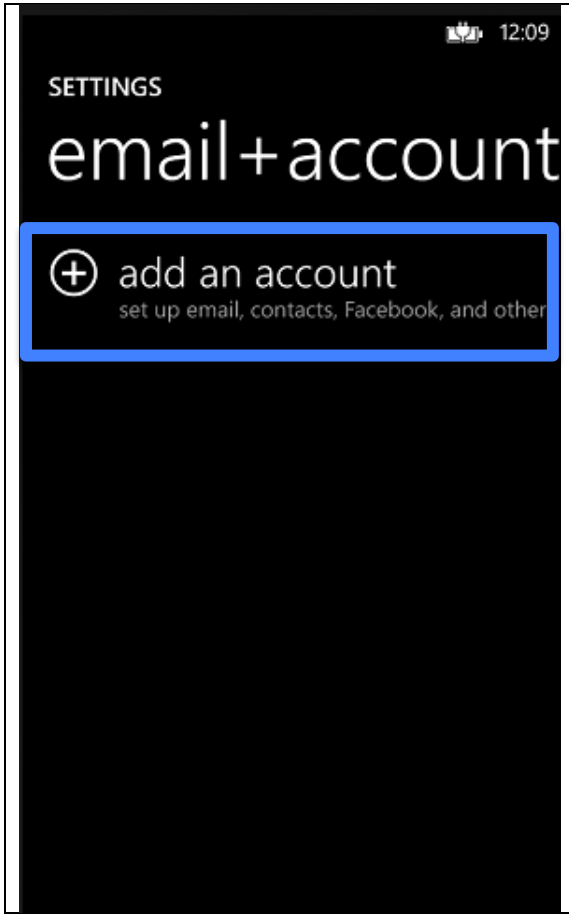
Setting up Hampshire Email on a Windows 8 Phone

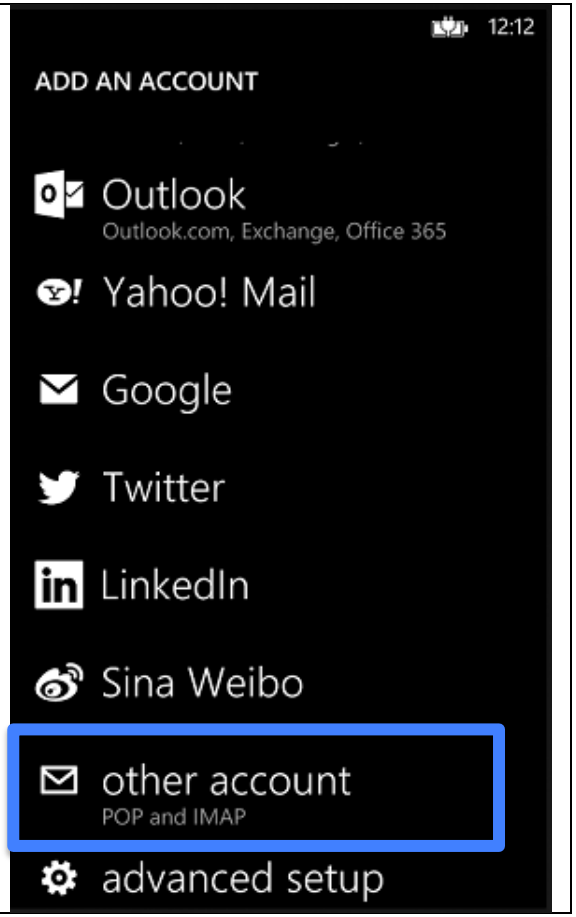


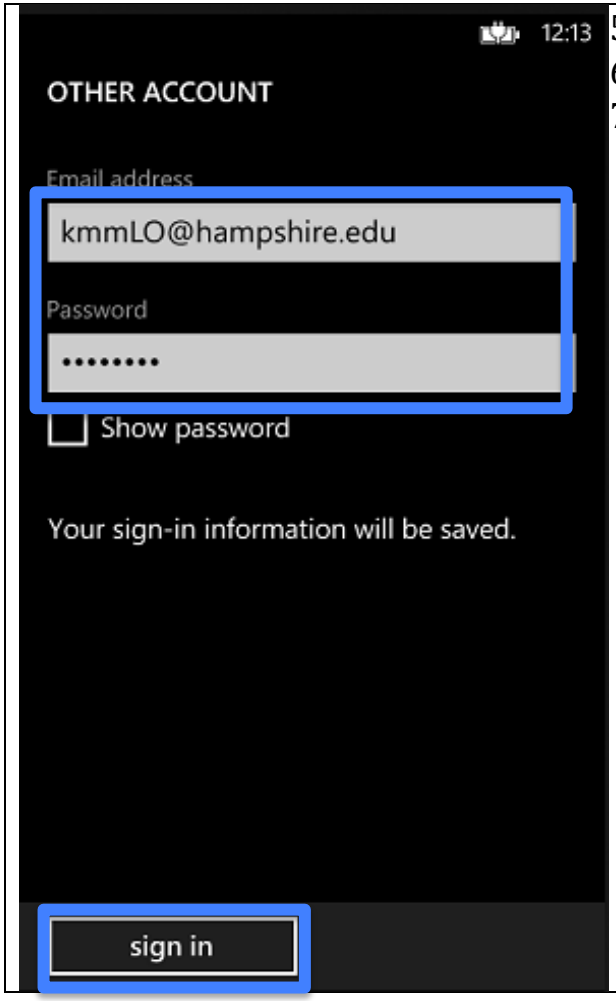
1. Select “Settings” on your phone.
2. From the Settings screen select “email + accounts.”



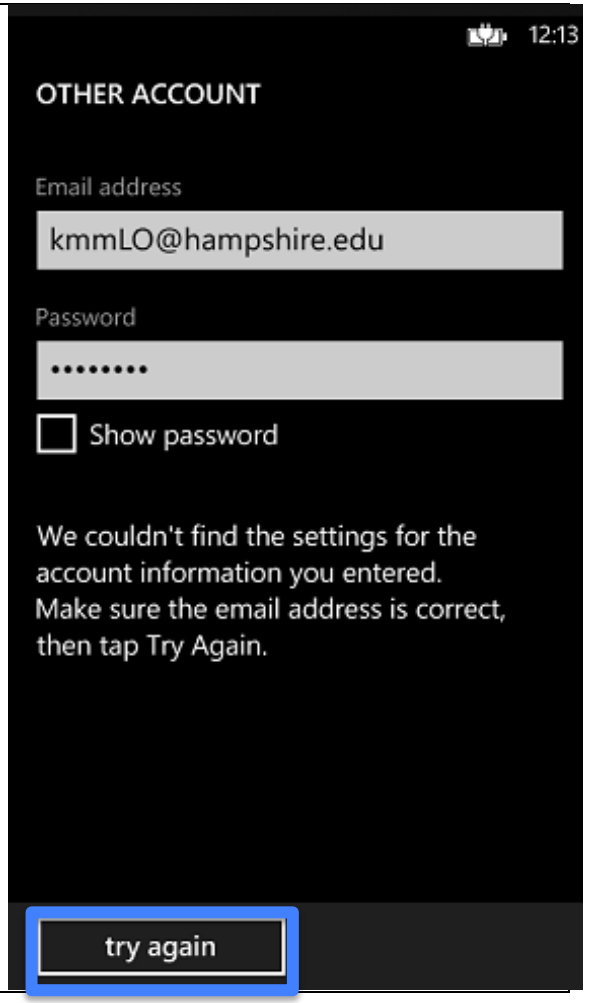


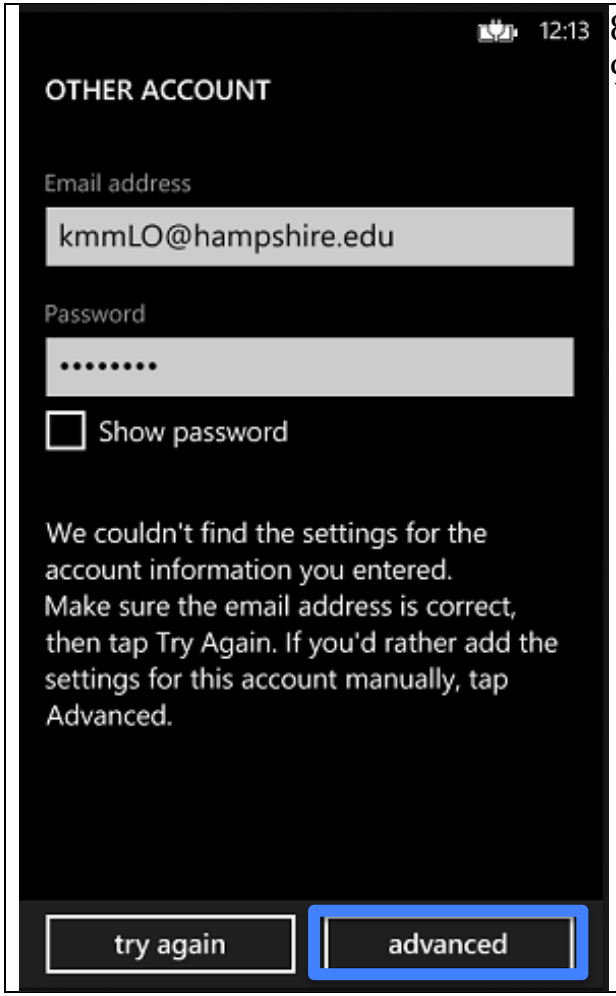
3. Select “add an account.”
4. The type of account is “other account.”



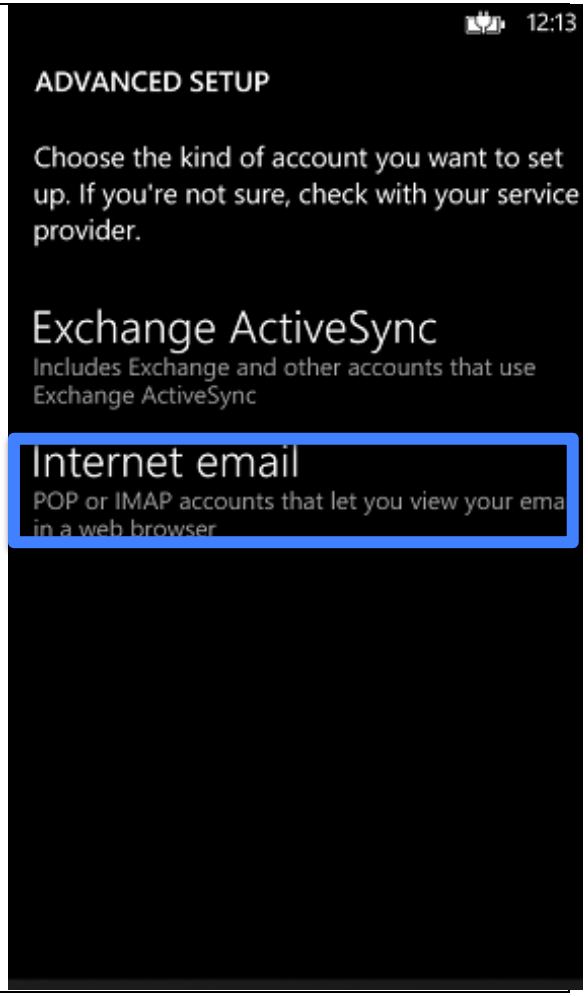


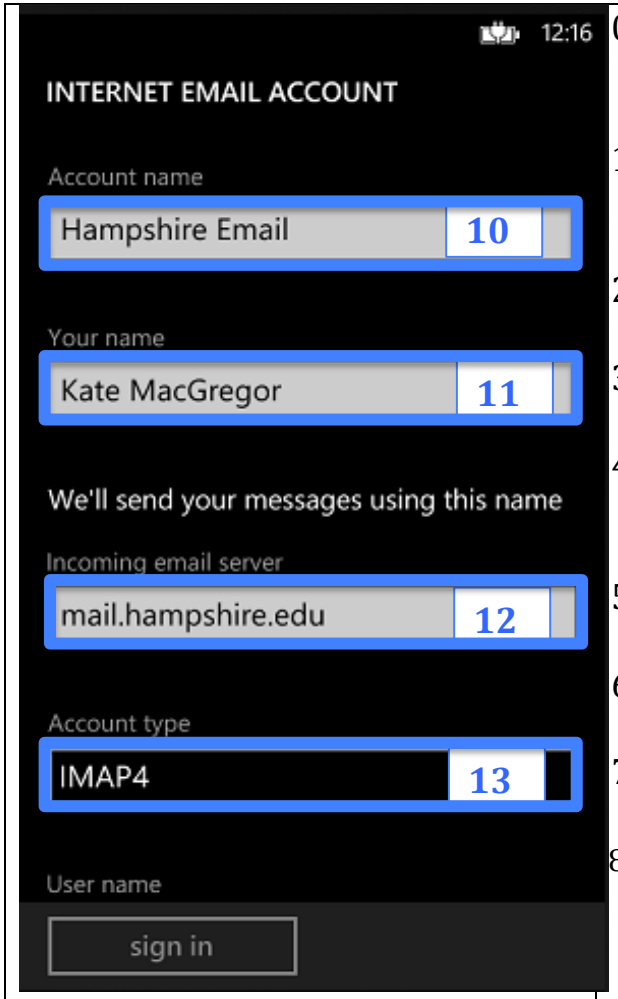
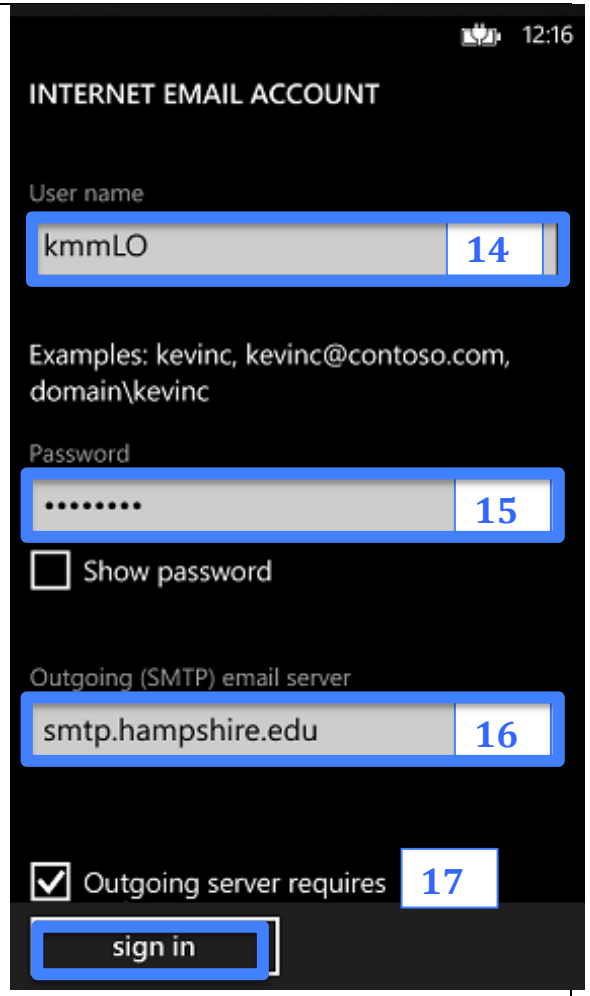
5. Enter your HampNet address.
6. Click “sign in.”
7. You will get error message; click “try again.”





8. Click on “advanced.”
9. Select “Internet email.”





0. Enter an appropriate account name, such as "Hampshire Email."
1. In the "Your name" field enter your name as you like it to appear to others.
2. For "Incoming email server" enter "mail.hampshire.edu."
3. Account type should be set to "IMAP4".
4. Scrolling down, enter your Hampshire username (mine is "kmmLO").
5. If your password isn't already filled in, enter it again.
6. Outgoing server is "smtp.hampshire.edu."
7. The two check boxes at the bottom should be left checked.
8. Click "sign in" and your email should then be available on your phone. If you get any error messages, double check that your username and password are entered correctly.