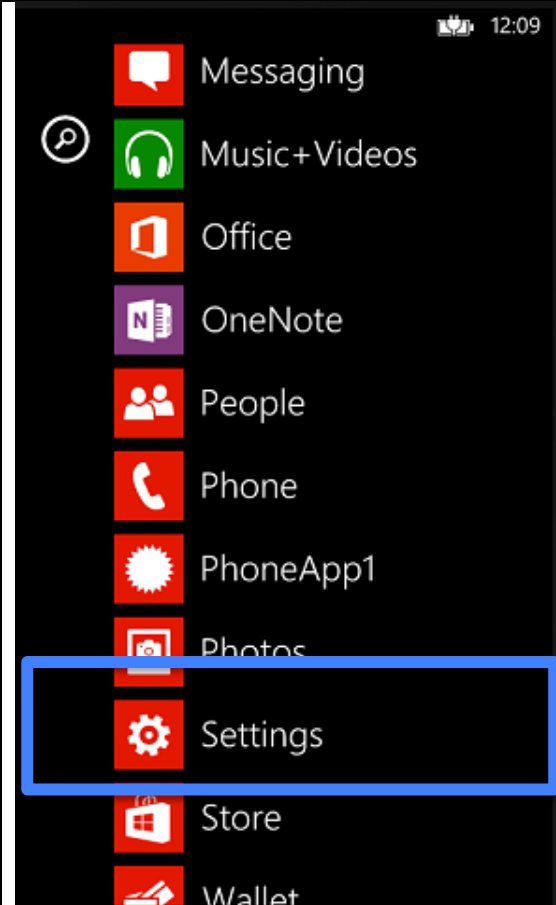
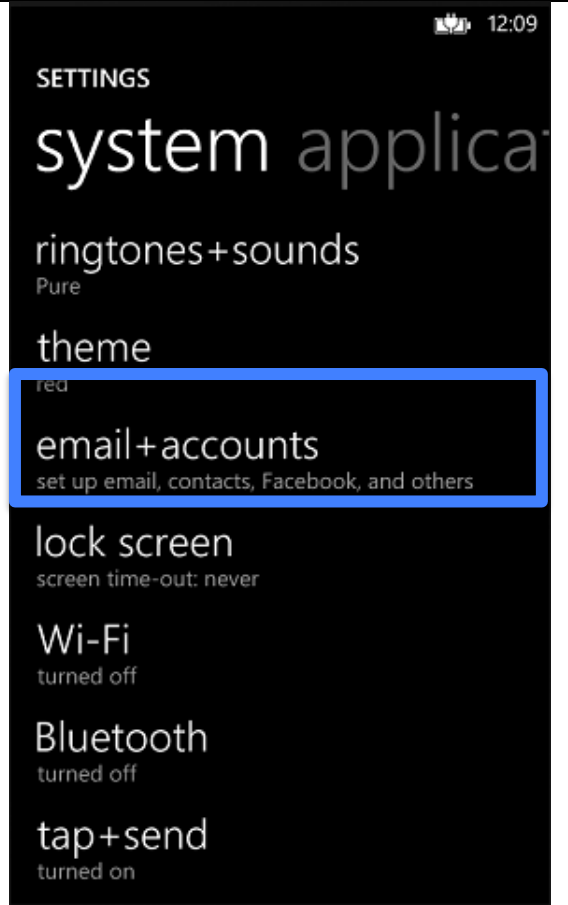
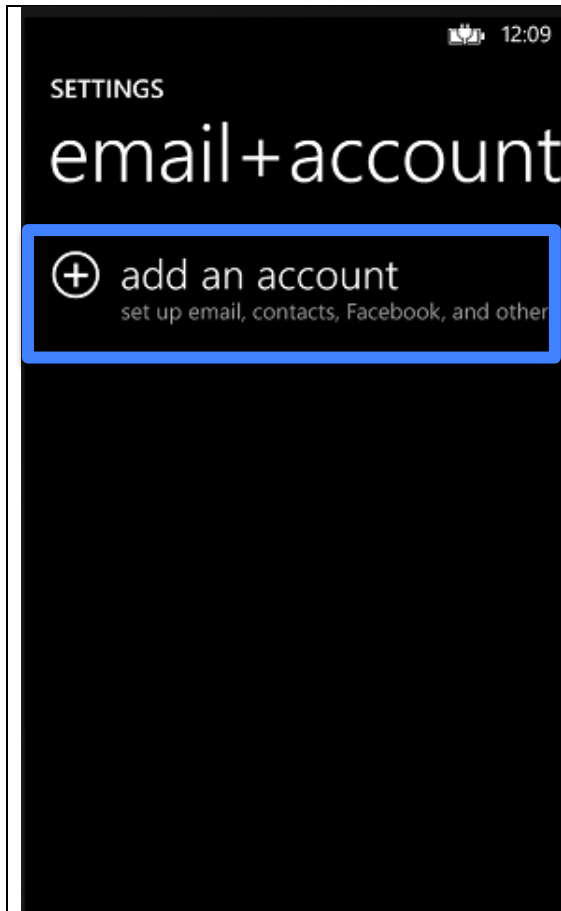


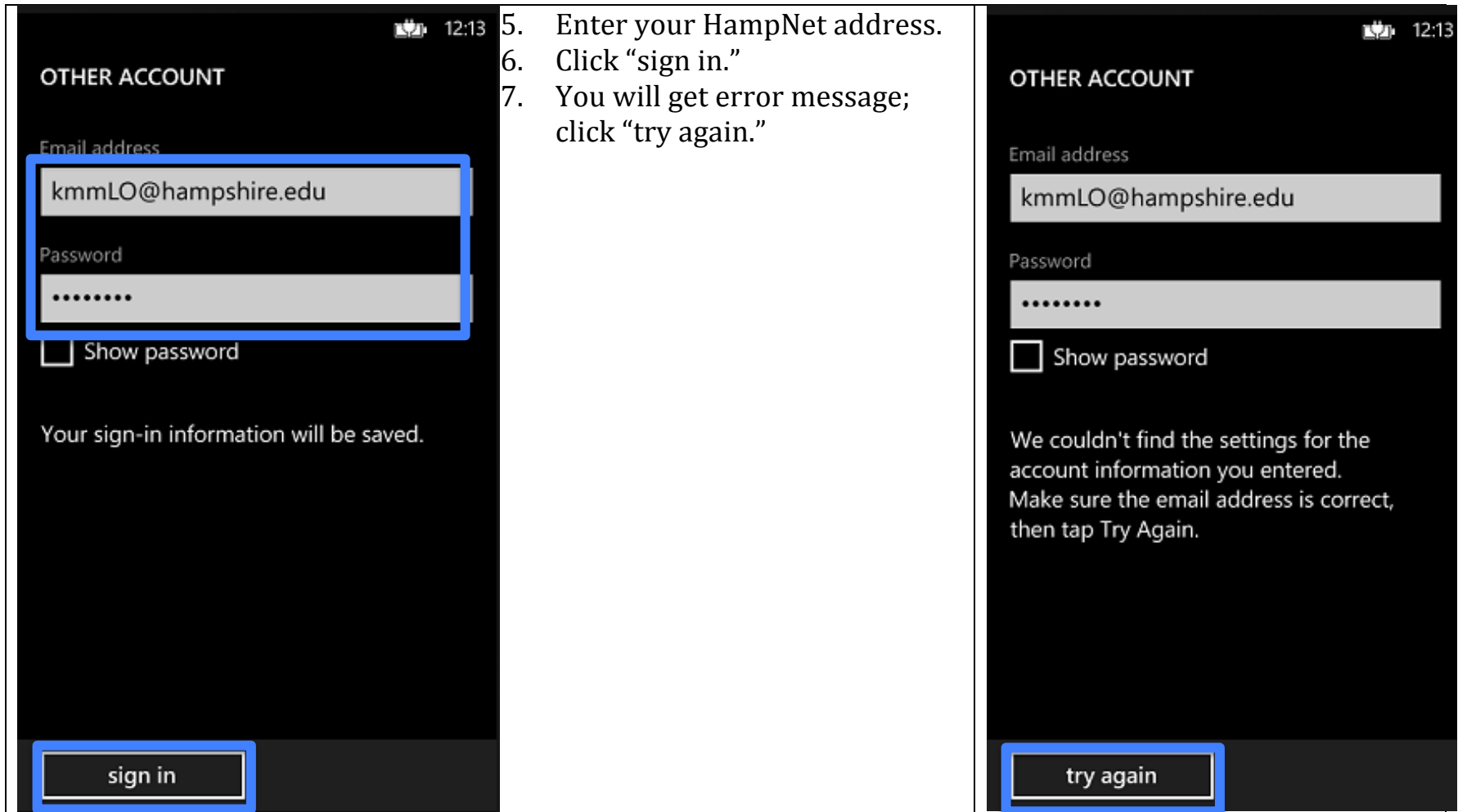
Setting up Hampshire Email on a Windows 8 Phone

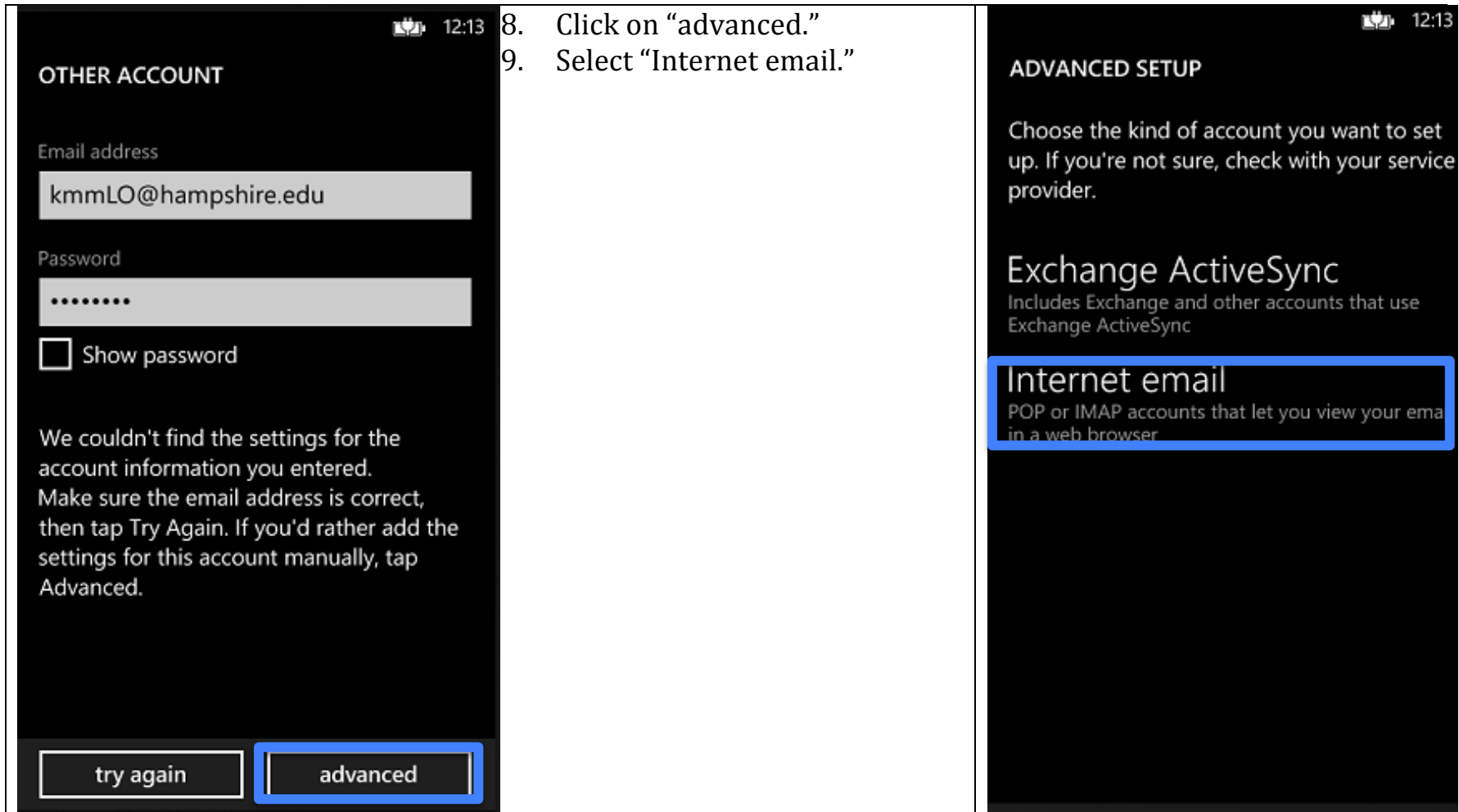
 <p>A screenshot of the Windows 8 Phone Start screen. The background is black with a vertical list of colorful app tiles. The tiles include Messaging, Music+Videos, Office, OneNote, People, Phone, PhoneApp1, Photos, Settings, Store, and Wallet. The Settings tile, which has a red gear icon, is highlighted with a blue rectangular box. The top right corner shows the time 12:09.</p>	<ol style="list-style-type: none">1. Select "Settings" on your phone.2. From the Settings screen select "email + accounts."	 <p>A screenshot of the Windows 8 Phone Settings application. The background is black with white text. The title 'SETTINGS' is at the top. Below it are several settings categories: 'system applications', 'ringtones+sounds', 'theme', 'email+accounts', 'lock screen', 'Wi-Fi', 'Bluetooth', and 'tap+send'. The 'email+accounts' option, which includes the subtext 'set up email, contacts, Facebook, and others', is highlighted with a blue rectangular box. The top right corner shows the time 12:09.</p>
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3. Select "add an account."
4. The type of account is "other account."







	<ol style="list-style-type: none"> 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. 	
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