Set up Exchange ActiveSync on Windows Phone

1. On **Start**, swipe left to the **App** list, select **Settings**, and then select **email + accounts**.
2. Select **add an account** > **Outlook**.
3. Enter your email address and password, and then select **Sign in**.
4. If you see the message "Check your information and try again. You may have mistyped your password.", verify that you entered the correct email address and password.
5. You will see the message, "We couldn't find your settings". Select **Advanced**. You'll need to enter the following information:

   - **E-mail address** This is your full email access, for example **username@domain**.
   - **Password** This is the password for your email account.
   - **User name** This is your email username, for example **username**.
   - **Domain** Enter **Health**.
   - **Server** This is the name of your Exchange server. Enter **HSCLink.health.unm.edu**

6. Select the **Server requires encrypted (SSL)** connection box.
7. Select **Sign in**.
8. Select **OK** if Exchange ActiveSync asks you to enforce policies or set a password.