# Set Up E-Mail on a Nokia Mobile Phone

***Applies to:*** *Office 365 for professionals and small businesses, Office 365 for enterprises, Microsoft Exchange, Live@edu*

## How do I set up E-mail on a Nokia Mobile Phone

1. If this is the first time you've turned on your mobile phone, select **New Mailbox** from the home screen. Otherwise, start the e-mail client by selecting the **Applications** menu> **Applications**> **Mail**.
2. Select **Create a new mailbox** to start the setup wizard.
3. Accept the Nokia terms of service and select **Start**.
4. Select **Mail for Exchange** from the list of available account types.
5. Enter your account credentials. Select the **Mail address** box and enter your full e-mail address, for example, test@tessolve.com.
6. Select the **Password** box and enter your account password.
7. Select the **Username** box and enter your user name, for example, test@tessolve.com.
8. Select the **Domain** box and enter your domain. Your domain is the part of your e-mail address that follows the at sign (@) and precedes the period, for example, tessolve.com.
9. Select **Next** to continue.
10. The setup wizard will attempt to automatically set up your e-mail account. If this process can't be completed automatically, you'll need to enter your Exchange server name manually. Tap in the **Mail for Exchange server** box, enter your server name,

    ***Incoming Server POP setting***
    Server name: outlook.office365.com
    Port: 995
    Encryption method: SSL
    ***Incoming Server IMAP setting***
    Server name: outlook.office365.com
    Port: 993
    Encryption method: SSL
    ***Outgoing Server SMTP setting***
    Server name: smtp.office365.com
    Port: 587
    Encryption method: TLS

    and select **Next**
11. Select **OK** when Mail for Exchange informs you that it isn't recommended to use multiple methods to synchronize your contacts with your phone.
12. Choose whether you want to synchronize your Calendar, Contacts, and Tasks by selecting the appropriate options and then select **Next**.
13. If there are existing contacts stored on the mobile phone, the setup wizard will ask you whether you want to keep the contacts on the phone or delete the existing contacts on the phone. Select either **Keep on phone** or **Delete from phone**. Once you've made this selection, synchronization will begin. It may take a few minutes for your messages, contacts, calendar, and task information to appear.