
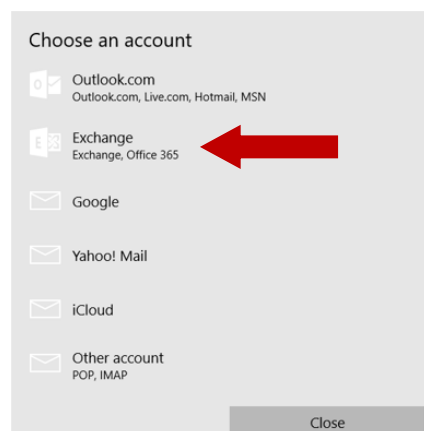


Office 365— Setting up HCC email on a Windows phone

Set up email in Mail for Windows 10

1. Go to **Settings**  > **Manage Accounts** > **Add account**.
2. Choose the type of the account you want to add.
3. Enter the required information and choose **Sign in**. For most accounts, this is your email address and password.



4. If you receive the message “We couldn’t find info for that account. Make sure that the email address is correct and then try again,” you’ll need to choose **Try again** three times before the button changes to **Advanced**. Choose **Advanced** and follow the steps in the [next section](#) to add your account.

5. Choose **Done**. Your data will start syncing as soon as your account is set up.

NOTE: It may take a few minutes for your account to synchronize. During this time, you may see **Not synced yet** in the message pane.

Windows 8.1 or earlier

1. In the App list, tap **Settings**, and then tap **Email + accounts**.
2. Do one of the following:
 - If you have Windows Phone 8 or 8.1, tap **Add an account** > **Exchange**.
 - If you have Windows Phone 7 or 7.5, tap **Add an account** > **Outlook**.
3. Enter your full email heartland email address, and your password, and then tap **Sign in**.

If the phone finds your account settings, your email, calendar, and contacts will be synced to your phone.

4. If you see the message, **We couldn't find your settings**, tap **Advanced**, and then enter the following information:

Field	What to do...
E-mail address	Enter the full email address for your account.
Password	Enter the password for your account.
User name	Enter the full email address for your account, again.
Domain	heartland.edu
Server	Enter outlook.office365.com