

# How to Set Up Office 365 Education Email on Your Windows Mobile Device

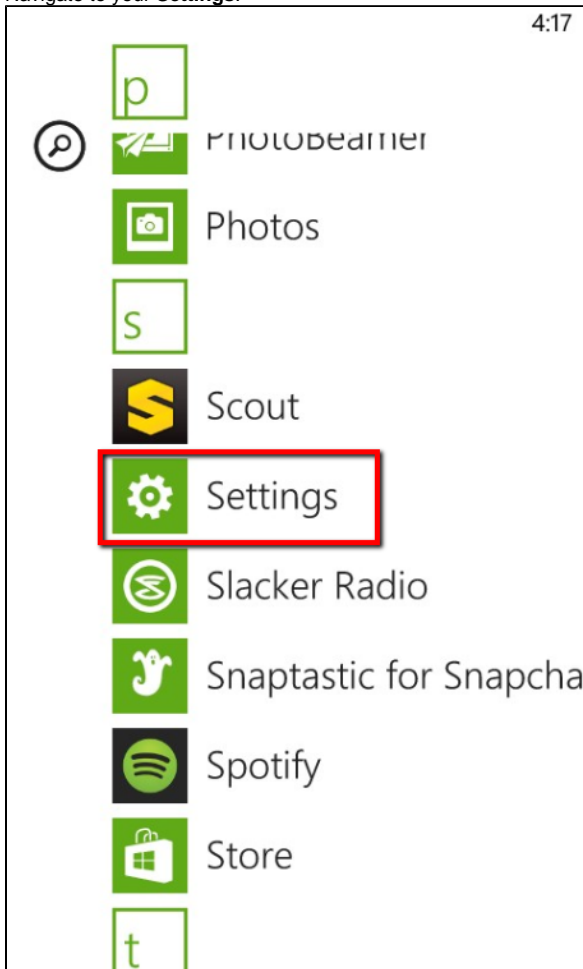
These are the steps to sync your Missouri State email account to your Windows device.



We recommend that you use the Outlook app found in the Google Play or Apple App Store over the built-in email phone apps. <https://www.microsoft.com/en-us/outlook-com/mobile/>.

## Step-by-step guide

1. Navigate to your **Settings**.



### Related articles:

- [How to Set Up Multi-factor Authentication \(MFA\)](#)
- [How to Setup the Bearprint Client on Windows](#)
- [Microsoft Forms](#)
- [Microsoft Teams Tools & Features](#)
- [Microsoft Teams](#)

2. Select **Email & Accounts**.

4:18

SETTINGS

system applica

ringtones+sounds

Skate

theme

green

email+accounts

set up email, contacts, Facebook, and others

internet sharing

turned off

lock screen

screen time-out: 1 minute

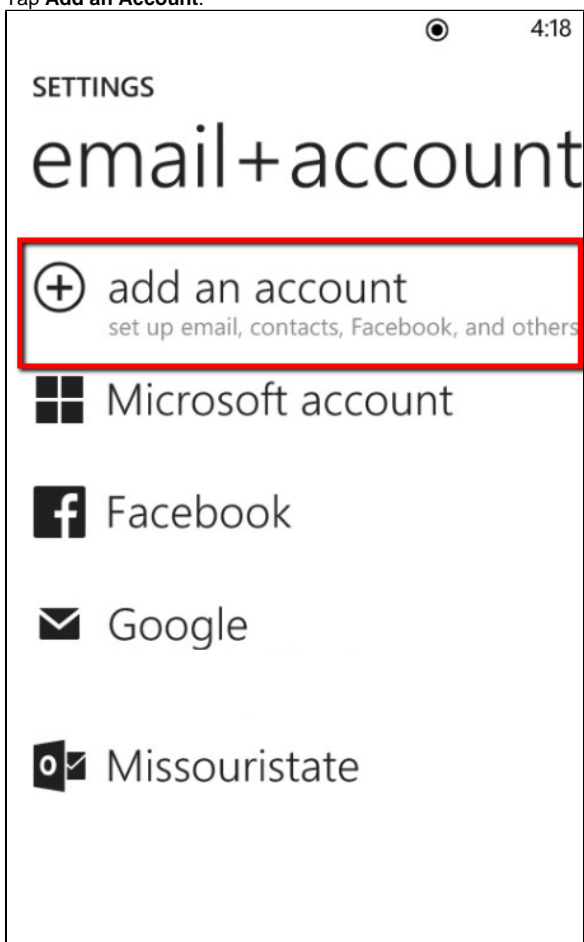
screen rotation

autorotate turned on

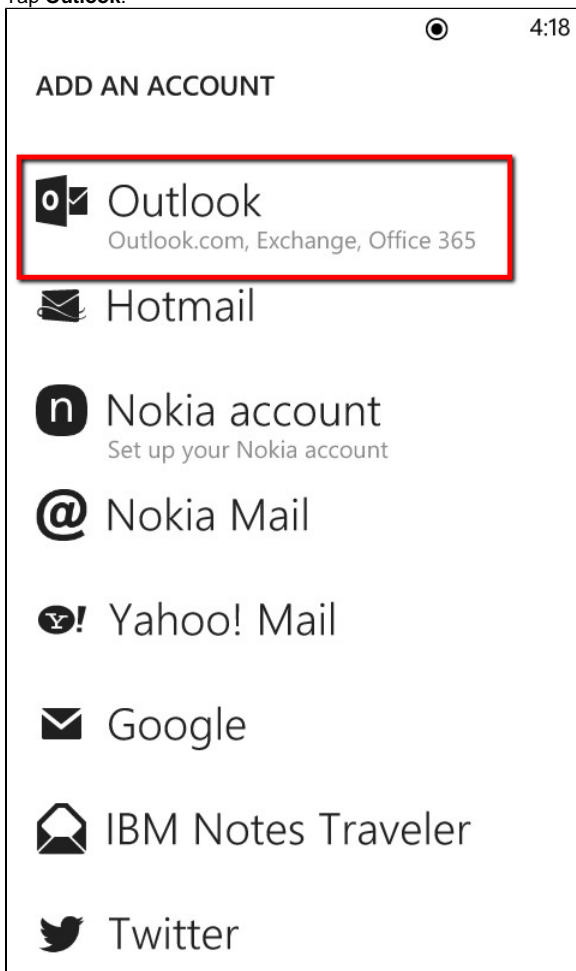
Wi-Fi

turned off

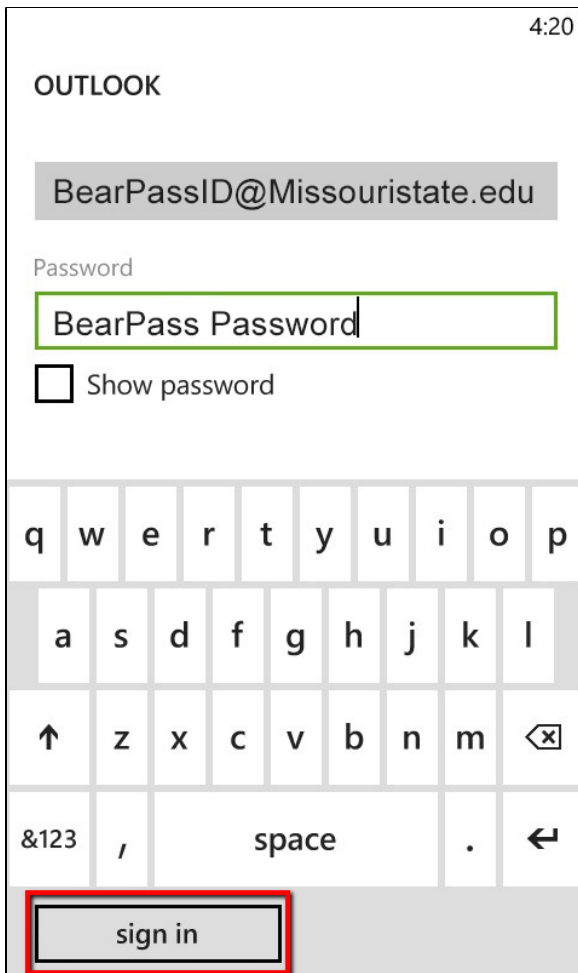
3. Tap **Add an Account**.



4. Tap **Outlook**.



5. Type in your *BearPassID@Missouristate.edu* and your BearPass Password into the correct fields. Tap **Sign In** at the bottom of the screen.



6. The setup might fail. It will then have you enter additional information manually:
  - a. **Verify your email address:** (Example: *BoomerBear@Missouristate.edu*)
  - b. **Verify your Password:** BearPass Password
  - c. **User Name:** *BearPassID@Missouristate.edu* (Example: [abc123@missouristate.edu](mailto:abc123@missouristate.edu) for faculty/staff or [abc123@live.missouristate.edu](mailto:abc123@live.missouristate.edu) for students)
  - d. **Domain:** *SGF*
7. Tap **Sign In** at the bottom of the screen.
8. If it fails, tap **Advanced** on the window that comes up.
  - a. For **Server**, type *outlook.office365.com*
  - b. Check the box next to **Server requires encrypted (SSL) connection**.
9. Once the account is successfully setup, it will sync your email, contacts and calendars. This can be turned off in your email settings.