



Wesley College is now using Office 365 to provide email to students.

### What this means to you

All of your email, contacts, etc. are intact as it was previously on the old Live@EDU system. However, the page you may have been using is no longer valid.

### So how do I access my email now?

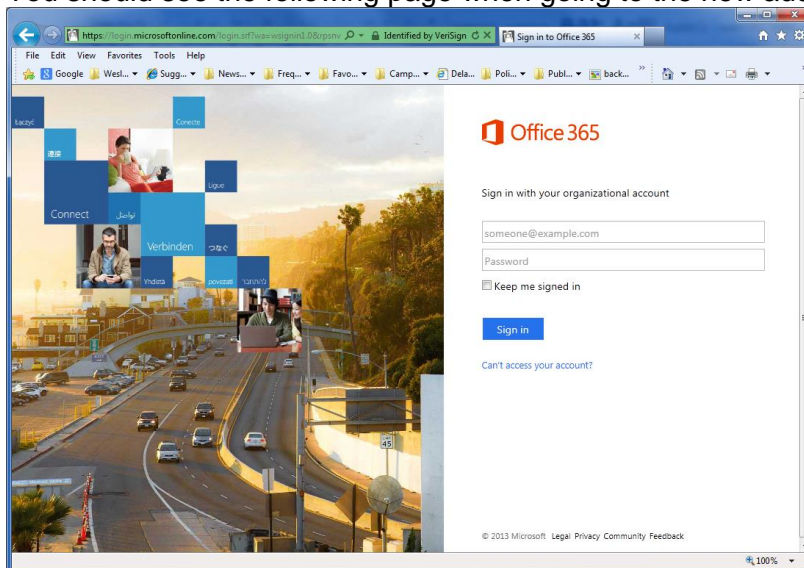
To access your email from your computer

1. Open your favorite web browser and go to <http://www.outlook.com/email.wesley.edu>

**Note:** If you had any bookmarks/favorites for the old email site, please update them with the new address above.

**Additional Note:** The “Student Email” link on the Wesley website and on JICS have also been updated already to this new address so you may also use those links to login.

You should see the following page when going to the new address:



2. On this page you must enter your **full Wesley email address** and password.  
**Note:** The password uses your first and last initials (in lower case), and your Student ID #. For example Student John Doe, with Student ID # 1234567, would have the password "jd1234567". Any password you previously used for email will not work.
3. Click the "Sign In" button and you should be taken directly into your student email account.

To access your email from your portable devices (ie: Smartphone, Tablet, e-Reader, etc.)

1. Go to <http://help.outlook.com/en-us/140/cc325688.aspx>

You will see the following page

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

*Topic Last Modified: 2012-02-03*

### Mobile Phones

Set up your phone to access your e-mail messages, calendar, contacts, tasks, and voice mail messages.



#### Mobile Phone Setup Wizard

Use the help wizard to find the instructions for setting up your phone or device.



#### Set Up Contacts on Your Mobile Phone

Add and synchronize contacts on your mobile phone.



#### Set Up Your E-Mail Account on Your Mobile Phone

Use your mobile phone with your e-mail account.



#### Mobile Phones Tab

Use the Mobile Phone tab to view details about the mobile phone or phones that connect to your account.



#### Send a Text Message

Learn how to send a text message to a phone from your e-mail account.



#### Managing Your Mobile Phone

Manage phone synchronization and erase data from your phone if it's lost or stolen.



#### Learn About Your Account on an iPhone

Set up and use your iPhone with your e-mail account.

2. Select the "Mobile Phone Setup Wizard" and then choose your phone type.
3. Choose your device type (ie: iphone, Android, Blackberry, etc.)
4. In the next drop-down box ALWAYS select the one that mentions "Microsoft Exchange".
5. The setup instructions will follow on the page to setup your device for email.

If you have any questions and need assistance please contact Information Systems at 302-736-4199.