



Scope

- From the main screen click "E-mail"
- Enter your Wesley E-mail Address (firstname.lastname@email.wesley.edu)
- Password
- Click Sign-In (This step will fail)
- Click the "Manual Setup" option.
- Mail Type: Exchange (EAS)
- Incoming Mail Server: <http://pod51000.outlook.com>
- Username: <Wesley E-mail Address>
- Password

When the process finishes you should see a folder listing, you may click "Inbox" to go into your mailbox and view your mail.

