Hosted Exchange Support

How to Setup
your Basic (IMAP) email account
on your Windows Phone
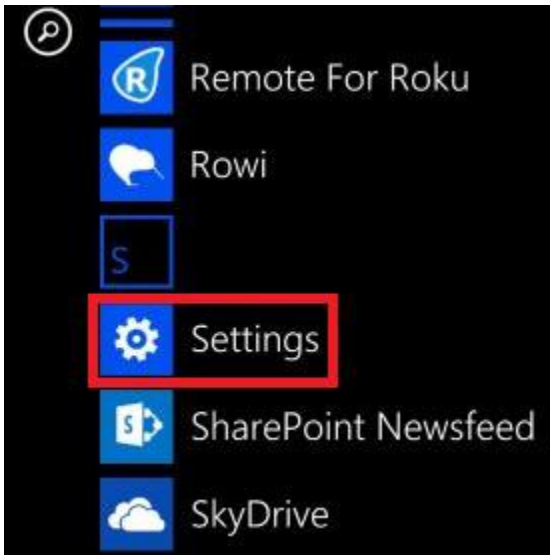
Device: Windows Phone

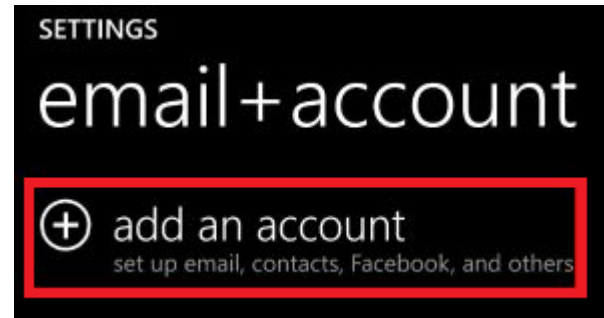**Account Type:**   Basic (IMAP)

Setting Up an IMAP Account on a Windows Phone:

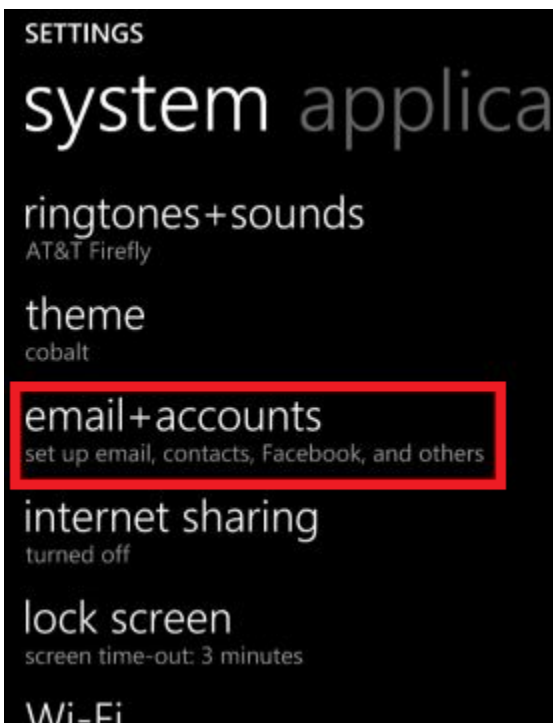**Use the following instructions to setup your Windows Phone to the new Exchange server:**
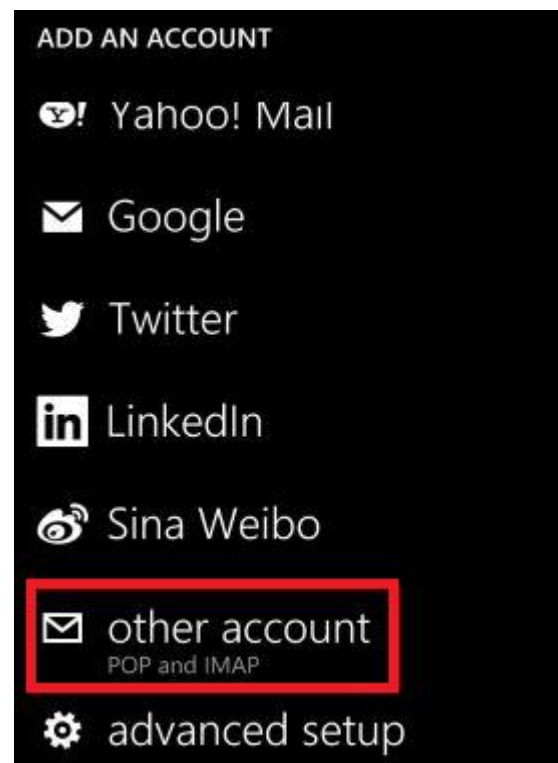
1. Within the application menu click "**Settings**"…

2. Click "**email+accounts**"…

3. Click "**add an account**"…

4. Click "**other account**"…

5. Enter your full email address and password, then click "**sign in**"…

OTHER ACCOUNT

Email address

user@domain.com

Password

••••••••

☐ Show password

Your sign-in information will be saved.

sign in

6. Click "**advanced**"…

OTHER ACCOUNT

Email address

user@domain.com

Password

••••••••

☐ Show password

We couldn't find the settings for the account information you entered. Make sure the email address is correct, then tap Try Again. If you'd rather add the settings for this account manually, tap Advanced.

try again   advanced

7. Add your Account name and fill in Your name. Then, use the following server settings: (Scroll down to see the additional fields)
   - Incoming email server: **mail.elshosted.com**
   - Account type: **IMAP**
   - Username: **Full Email address**
   - Password: **Email address password**
   - Outgoing (SMTP) email server: **mail.elshosted.com**
   - Outgoing server requires authentication: **Enabled**
   - Use the same user name and password for sending email: **Enabled**

Then, select **sign in**

INTERNET EMAIL ACCOUNT

User name

user@domain.com

Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password

••••••••

☐ Show password

Outgoing (SMTP) email server

mail.elshosted.com

☑ Outgoing server requires authentication

☑ Use the same user name and password for sending email

advanced settings

sign in

8. Setup is now complete. You will see a new icon within your settings menu with the name of your new email account.