

Overview of Settings for Mobile Devices

If you are using Office 365/CardMail active sync is the preferred method. When adding a new account, choose Microsoft Exchange ActiveSync , follow the prompts entering the information below:

Email address: username@cardmail.louisville.edu

Username: username@cardmail.louisville.edu

Password: **Your Ulink password**

Server name is **m.outlook.com**

Name of your account: **Put whatever you like her, like UOFL, or CardMail**

If you prefer POP3 or IMAP you can find your POP3 and IMAP4 server settings by using Outlook Web App. Connecting to your account using POP3 and IMAP4 lets you send and receive email. You cannot access your contacts, tasks, or calendar with this method.

If you're connecting to your Office 365/CardMail email, use the following settings.

Server Name		Port	Encryption Method
POP3	Outlook.office365.com	995	SSL
IMAP4	Outlook.office365.com	993	SSL
SMTP	SMTP.office365.com	587	TLS

You may be prompted to accept a certificate, **please choose yes.**

If you continue to have problems setting up your Exchange account on your Phone, you can find assistance at iTech Connect in MITC 02B and KWING 3008. You may also contact the IT HelpDesk for further help. They can be reached at 502 852-7997 or helpdesk@louisville.edu .

We are also working on detailed instructions for each phone type that will be available shortly. New phones typically pull this information from the system once it receives the email address and password.