

## How-To Check Catawba E-mail on Mobile Device

---

The below will provide information for setting up your mobile smartphone to check your Catawba e-mail.

### Apple iOS Device (iPhone, iPod, iPad)

1. Tap the settings App
2. Tap the Mail, Contacts, Calendars, item
3. Tap the Add Account... item
4. Tap Microsoft Exchange
5. Enter your Catawba email address in the Email field
6. Leave the Domain field blank
7. Enter your email address in the username field. **NOTE: it is important to include the @catawba.edu. If not, the verification will fail.**
8. Enter your Catawba password in the password field
9. The Description field is optional. It is recommended to enter something that distinguishes the account as your catawba account.
10. Tap Next. Upon tapping Next, Verification will begin. It should return to a similar looking screen but the server name should be filled in for you. If not, the server name is pod51000.outlook.com
11. Tap Next.
12. Select which items you wish to sync (calendar, contacts, mail).
13. You should receive a message saying account added
14. Upon completing, your messages will begin to download to your phone.

### Android Device

1. Tap the mail client
2. Tap Microsoft Exchange
3. Enter your Catawba Email address
4. Enter your Catawba Password
5. Tap Next
6. Leave the Domain field blank
7. Enter your Catawba Email address in the username field. **NOTE: it is important to include the @catawba.edu. If not, the verification will fail.**
8. Enter pod51000.outlook.com in the Exchange server field
9. Tap next. A screen will be displayed regarding verifying settings
10. Take the default settings for how often to sync.
11. Select which items you wish to sync.
12. Enter a description for the email connection.
13. Tap Done
14. Upon completing, your messages will begin to download to your phone.

## Windows 7 Phone

1. Tap right arrow on the Home Screen
2. Tap the Settings item
3. Tap the Email & Accounts item
4. Tap the "Add an account" item
5. Tap Outlook
6. Enter your Catawba Email Address
7. Enter your Catawba Password
8. Tap the sign-in button
9. A message will be displayed at the top of the screen "searching for settings"
10. Upon completing, your messages will begin to download to your phone.

## Blackberry

1. Go to the main menu
  2. Select the Setup folder
  3. Select Email settings
  4. Select "Add a new email account"
  5. Select "other" for the email type
  6. Click Next
  7. In the email address field, enter an **invalid email address** such as [abc@abc.com](mailto:abc@abc.com). Do not enter an @catawba.edu email address.
  8. In the password field, enter an **invalid password** such as aaaaaaaaa
  9. When it tries to validate, it will fail. This is suppose to happen.
  10. You should receive a message similar to "I will provide the settings" or "provide addition settings". Select that link
  11. Make sure POP/IMAP is select in the email type box
  12. In the Email Address field, enter your Catawba Email address
  13. In the Password field, enter your Catawba Password
  15. In the Email Server field, enter pod51000.outlook.com
  16. In the username field, enter your full email address. **NOTE: it is important to include the @catawba.edu. If not, the verification will fail.**
  17. Click Next
  18. Upon completing, your messages will begin to download to your phone.
- NOTE: Blackberry devices are not able to sync calendar and contacts with your Catawba Email store.**