



Collier County Public Schools

## Student Email Access for Windows devices

### Acceptable Use:

- Two-way communication between teacher and student and/or School and Student
- Students are allowed to email themselves and school staff members
- Email accounts are to be used for educational purposes **ONLY**

### How to Sync School Email to personal Device

### Windows Device:

1. On **Start**, swipe left to the **App** list, select **Settings**, and then select **email + accounts**.
2. Select **add an account**> **Outlook**.
3. Enter your **email address** and **password**, and then select **Sign in**. Windows Phone will try to set up your email account automatically. If setup completes successfully, skip to step 8.
4. If you see the message "Check your information and try again." Re-check your username and password, and verify if it is correct. At this stage, you do not need to specify any values for **Username** and **Domain**. Select **Sign in**. If setup completes successfully, skip to step 8.
5. If your email account cannot be set up automatically, you will see the message, "**We couldn't find your settings.**" Select **Advanced**. You will need to enter the following information:

Email Address	User id (student #)@stu.collierschools.com
Password	Your Network Password
Username	Your Network Username (student #)
Domain	prod.ccps.loc
Server	webmail.collierschools.com

6. Select the **Server requires encrypted (SSL)** connection box.
7. Select **Sign in**.
8. Select **OK** if Exchange ActiveSync asks you to enforce policies or set a password.

