Webmail for iPhones and Smartphones

*The following instructions will guide you through mobile WCU email setup on your **Smartphone**.*

1. Go to your email settings
2. Choose Microsoft Exchange Server and input the following settings:
   a. Username/Email Address: WCU email address
   b. Password: Current WCU email password
   c. Domain: passhe
   d. Server name: outlook.wcupa.edu
   e. Use SSL: checked
3. After completing setup, you may be prompted to access the SSL Certificate. Tap "Accept".

Settings may differ depending on the version of your phone.

Webmail for iPhones and Smartphones

*The following instructions will guide you through mobile WCU email setup on your **iPhone**.*

4. Open Settings and select Mail, Contacts, Calendars.
5. Select Add Account
6. Choose Microsoft Exchange Server and input the following settings:
    a. Enter your email
    b. Username: WCU email address
    c. Password: Current WCU password
    d. Domain: passhe
    e. Description: (optional)
    f. Server name: outlook.wcupa.edu
    g. Use SSL: checked
7. After completing setup, you may be prompted to access the SSL Certificate. Tap "Accept".

Settings may differ depending on the version of your phone.

*The following information will guide you through the setup of your WCU email on your **Android**.*

1. Open the application tray
2. Select "Settings"
3. Select "Accounts and Sync"
4. Select "Add Account"
5. Tap "Corporate Sync" or "Exchange Active Sync"
6. Enter the following information:
   - Domain/Username: WCU email address
   - Current WCU password
   - Current WCU Email address
   - Server: outlook.wcupa.edu
   - Be sure to check the "Use Secure connection" checkbox.

Settings may differ depending on the version of your phone.

*The following information will guide you through the setup of your WCU email on your **Blackberry.***

1. Remove the old WCU account from Email Settings (Setup>Email Settings)
2. Select Add
3. Select Other
4. Enter the username (username@wcupa.edu) and password
5. Select "I will provide settings"
6. Select Outlook Web Access
7. Enter the Outlook Web Access URL: https://outlook.wcupa.edu/exchange
8. Enter the username (username@wcupa.edu)
9. Enter the mailbox name
10. Select Next to finish the process.

Settings may differ depending on the version of your phone.