

Add your Viterbo e-mail to your cell phone!

If adding the account from on-campus, be sure to connect to the VITERBO-STUDENT Wireless Network first, open the web browser on your phone, and log in on your phone (same as with a laptop). Most phones will not add the account unless you are on a Wireless Connection for the initial setup process.

Viterbo uses an Exchange Server. When setting up a mail account on your phone, you will need to choose “Exchange” or “Corporate Sync” as the type, in order for it to work.

Viterbo does NOT have IMAP and POP3.

Droid, HTC, iPhone, Samsung, Sanyo, Windows Phone, etc.

0365 Settings

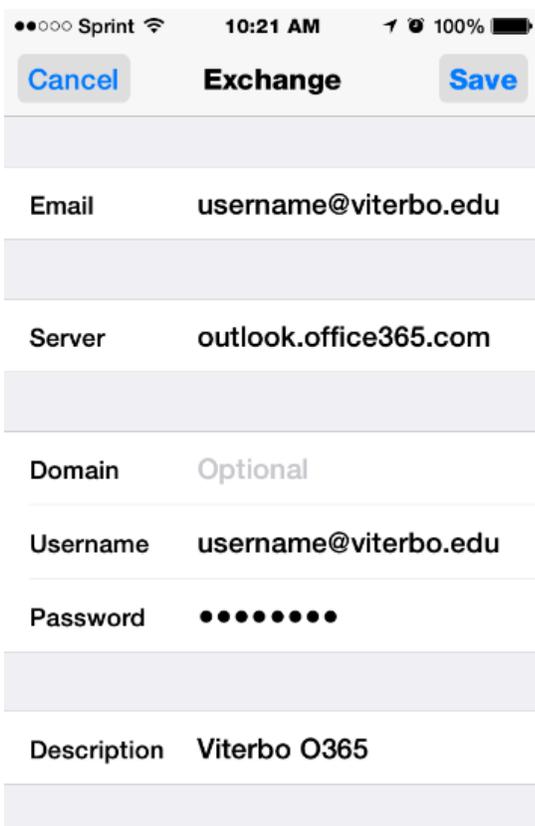
Type: Exchange

Username: your full Viterbo address: example@viterbo.edu

Server: outlook.office365.com

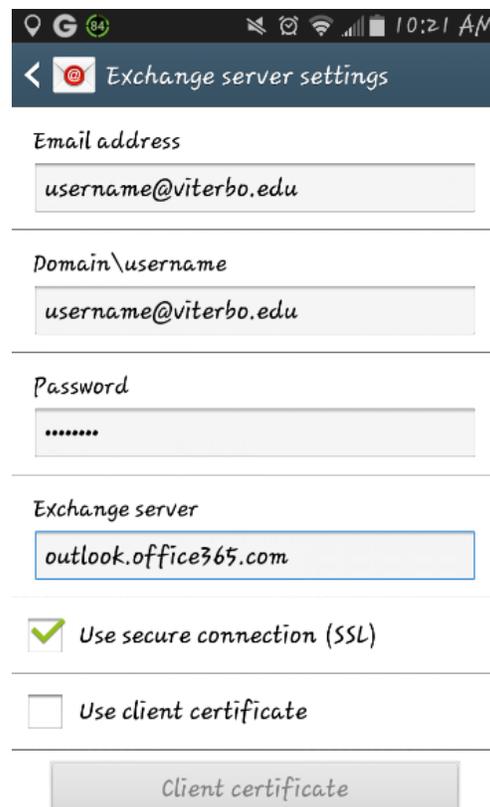
Domain: none needed

iPhone Example



The screenshot shows the iPhone 'Exchange' account setup screen. At the top, there are status icons for signal strength, Sprint carrier, Wi-Fi, time (10:21 AM), location, and battery (100%). Below the status bar are three buttons: 'Cancel', 'Exchange', and 'Save'. The main area contains several input fields: 'Email' with 'username@viterbo.edu', 'Server' with 'outlook.office365.com', 'Domain' with 'Optional', 'Username' with 'username@viterbo.edu', and 'Password' with a masked field of ten dots. At the bottom, there is a 'Description' field with 'Viterbo O365'.

Droid Example



The screenshot shows the Droid 'Exchange server settings' screen. At the top, there are status icons for location, Google, 84% battery, Wi-Fi, signal strength, and time (10:21 AM). Below the status bar is a back arrow and a title bar with an '@' icon and the text 'Exchange server settings'. The main area contains several input fields: 'Email address' with 'username@viterbo.edu', 'Domain\username' with 'username@viterbo.edu', 'Password' with a masked field of six dots, and 'Exchange server' with 'outlook.office365.com'. Below these fields are two checkboxes: 'Use secure connection (SSL)' which is checked, and 'Use client certificate' which is unchecked. At the bottom, there is a 'Client certificate' button.