Step 1: Select Outlook.com

Select service ▼

outlook.com

Rs870667@wcupa.edu

Password

○ Show password

SIGN IN

Step 2: Enter your email address and password
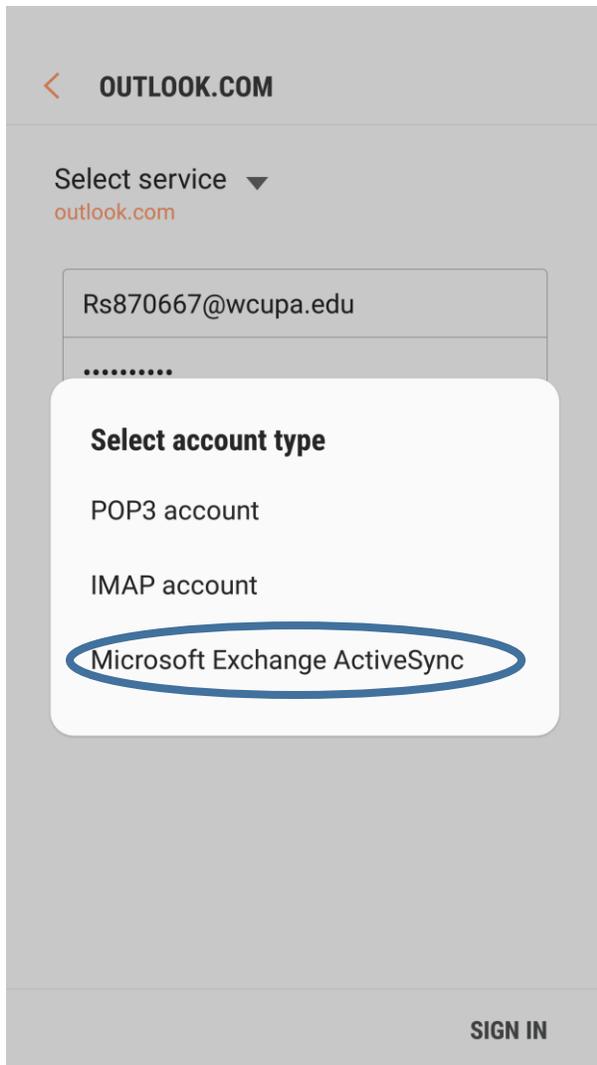
Step 3: Select Microsoft Exchange ActiveSync
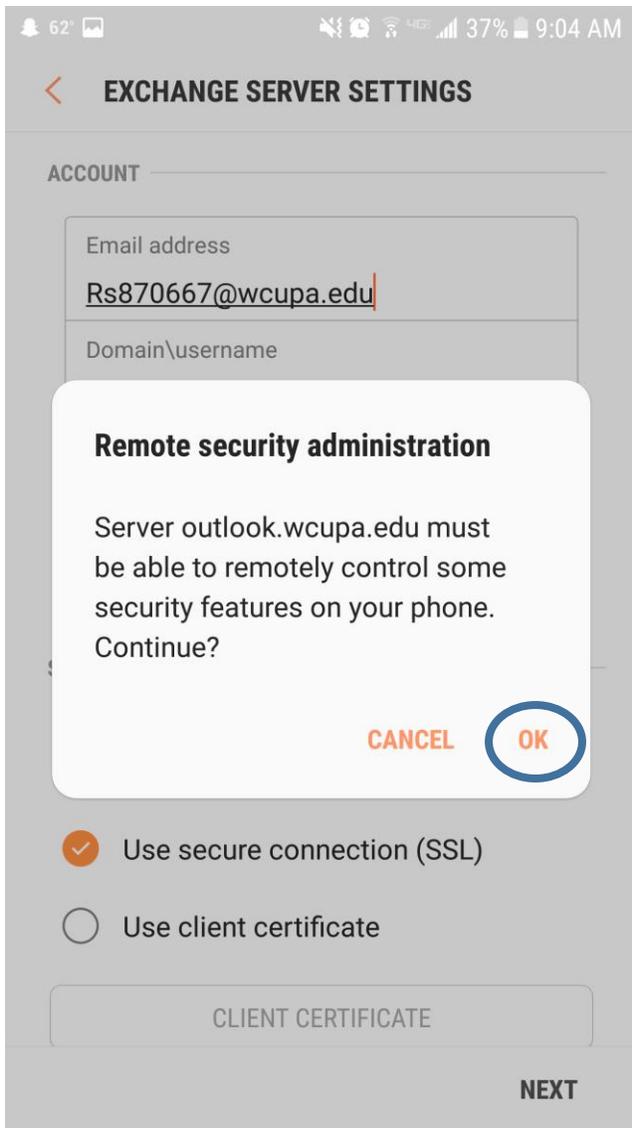
Step 4: Select OK

‹　**PHONE ADMINISTRATOR**

📧　**Email**

Server outlook.wcupa.edu must be able to remotely control some security features on your phone.

Activating administrator will allow Email to perform the following operations:

- **Erase all data**
  Erase phone's data without warning, by performing factory data reset.

- **Set password rules**
  Control the screen unlock password length and character restrictions

- **Monitor screen unlock attempts**
  Monitor number of incorrect passwords entered when unlocking screen, and lock phone or erase all phone data if too many incorrect passwords are entered.

- **Lock the screen**
  Control how and when the screen locks

- **Set screen unlock password expiration**
  Control how frequently the screen unlock

CANCEL　　　　**ACTIVATE**

Step 5: Select Activate
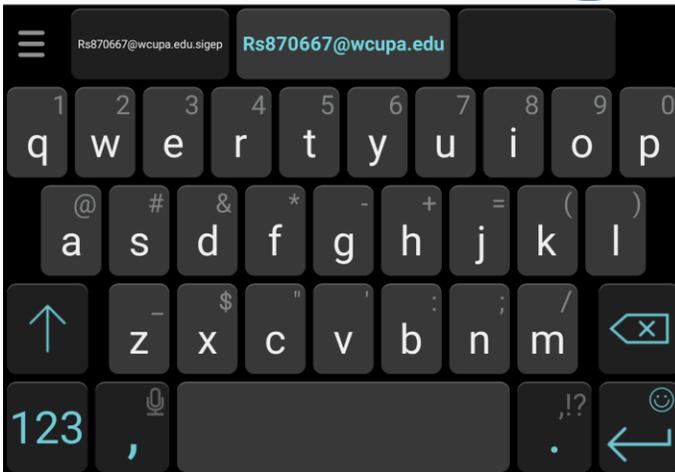
Step 6: Input a name for the email account. For most users, leaving the email address as the Account name is perfectly fine. When finished, select DONE. Doing this will bring you to your mailbox.