

Configuring a Windows Phone® device to access your Queens College MyMail account

Here's how :

1. Navigate to: **Settings > email + accounts > add an account**
2. Select: **Outlook**
3. Enter your 'short' email address (e.g. **jdoo@qc.cuny.edu**)
4. Enter the password you set in CAMS when you activated your ADS account
5. Done - Your device should now be now configured and as such should start syncing

* Note that by default your device will sync ALL of the following content:

- Email
- Contacts
- Calendar
- Tasks

If you do not wish all of the above to be synced, then you will need go back into your phone settings, and uncheck those items which you do not wish to sync

Here's how:

1. Navigate to: **Settings > email + accounts**
2. Select your 'MyMail' account from the list of email accounts – note that the account may be named: **CUNY**
3. Uncheck the items under 'content to sync' which **you do not** wish to sync
4. Tap the checkmark at the bottom of the screen to save your settings
5. Done – Your device should now only sync the items which remain **checked**