Open the Mail program. Choose Other (Pop3/IMAP) Choose to manual setup Protocol is IMAP Email Address is studentID@rangers.uwp.edu Username is studentID@rangers.uwp.edu Password is the password IMAP Server is pod51010.outlook.com Security Type is SSL Server port is 993 Hit Next Login required needs to be checked Username and Password are the same as before, and should be set already SMTP server is pod51010.outlook.com Security Type is TLS Server port is 587 Hit next again. Give the account a name and it should download everything.