Configuring ICEMail for Windows Phone

Once you have received notification that your SEAS email account has been migrated to the ICEMail server and verified it is working by logging on at https://icemail.harvard.edu, please follow the instructions below to configure your email on your Windows Phone device.

*Note:* It is Harvard University policy (http://policy.security.harvard.edu/everyone#widget-1) that any device with Harvard information or email must be configured for secure storage, transport, and disposal of confidential information. **This will require you to create a passcode to access your phone if you do not already have this set up.** For details on how to ensure your device is protected, visit:

[http://policy.security.harvard.edu/device-configuration-checklists](http://policy.security.harvard.edu/device-configuration-checklists)

**Step 1.** From your home screen swipe right to left, scroll down and click ‘Settings’ (See **Figure 1** below).

**Step 2.** Click ‘email+accounts’ (See **Figure 2** below).

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**Figure 1**

**Figure 2**
Step 3. Click ‘add an account’ (See Figure 3 below) and scroll to the bottom of the list and click ‘advanced setup’ (Figure 4 below).

Step 4. A) In the ‘Email address’ field enter your SEAS email address. B) In the ‘Password’ field enter your ICemail password. C) Click ‘next’ (See Figure 5 below).

Step 5. Choose “Exchange ActiveSync” (See Figure 6 above).
Step 6. Enter your email and password settings. A) In the ‘User name’ field enter your ADID* email address. B) In the ‘Domain’ field enter “university”. C) In the ‘Server’ field enter “icemail.harvard.edu”. (See Figure 7 below).

*NOTE: If you do not know your ADID, please contact the HUIT Service Desk at (617) 495-9050 and ask them for your university ADID and password.

Step 7. Scroll down. D) Make sure ‘Server requires encrypted (SSL) connection is checked. E) Change your ‘Account name’ to “ICEMAIL” (See Figure 8 above).

Step 8. Scroll down.

F) By default the device will keep the past seven days synced. Click on “the last 7 days” to change this setting.

G) Click ‘sign in’

(See Figure 9 to the right).

Your Windows Phone is now configured for the new SEAS ICEMail servers. You can confirm by sending an email to yourself. If you have any difficulty, please contact the HUIT Service Desk at (617)495-9050 or email help@seas.harvard.edu.