## RVUSA E-Mail Setup - Microsoft Windows Phone

1. On **Start** screen, swipe left to the App list, select **Settings**, and then select **email + accounts**.

2. Select **Add an account**, scroll down and select **Other account**.

3. Enter your e-mail address and password and select **Sign in**. Windows Phone will attempt to set up your e-mail account automatically. If setup completes successfully, skip to step 6.

4. If you see the message *"We couldn't find the settings for the account information you entered"*, make sure the e-mail address and password are correct, and then select **Try again**. If setup completes successfully, skip to step 6.

5. If your e-mail account can't be set up automatically, select **Advanced**, and then select **Internet email**.

    You'll need to enter the following information:

    a. **Account name:** *Enter Your Full Email Address*

    b. **Your name**: *Enter Your First and Last Name*

    c. **Incoming email server:** *pop.rvusa.com*

    d. **Account type:** *POP3*

    e. **User name:** *Enter Your Full Email Address*

    f. **Password:** *This is the password for your e-mail account.*

    g. **Outgoing (SMTP) email server**: *smtp.rvusa.com*

    h. **Outgoing Server Requires Authentication:** *This must be checked.*

    i. **Use the Same User Name and Password for Sending Email:** *This must be checked.*

    j. Select **Advanced** and select the boxes **Require SSL for incoming email** and **Require SSL for outgoing email**.

    k. **Download New Content:** *Select the frequency you want your phone to check for new email. The default setting is two hours.*

6. Select **Sign in**. This will return you to the **email + accounts** screen and you will see the new email account begin syncing for the first time.

7. Press the Windows **Start** button to return to the **Start** screen. You should see an additional pinned tile displayed on the **Start** screen labeled with your email address.