Syncing the Department of Medicine Exchange with Windows Phone
Department of Medicine IT Services
Updated 1/28/2015

The mobile device sync option is enabled by default and will not allow the email or calendars to download to the device until it has been encrypted and secured with a strong password. However Windows Phones recently have required a special policy to enable the use of a password for unlocking the device. To have this special policy applied to your device please contact the Department of Medicine IT Services help desk at 206-616-8805, once that has been changed the following steps can be used to connect to your Exchange mailbox on our system.

1. Start by ensuring that there is a password on your phone and that the screen lock timer is set to 20 minutes or less (the shorter the lock timer the more secure).

2. Under Settings add an “Outlook” account.

3. Enter your @medicine.washington.edu account and outpost password.  
   Please note that some groups have custom addresses such as @nephrology.washington.edu or @cardiology.washington.edu, if you have one of those addresses enter that instead.

4. All the account settings should be auto discovered. You should be returned to the accounts screen and the account should automatically start syncing. If you are prompted for advanced settings the email address and password would be those used with your Outpost account, the server will be mail.uwmed.org, and the domain will be outpost. Check any options to use SSL or accept the server certificate.

For any questions regarding this process please contact the help desk at 206-616-8805 or ishelp@medicine.washington.edu.