

## Steps to Set Up City Email on Personal Phone

We strongly advise that you use the Outlook App from Microsoft.

- [App Store](#)
  - [Google Play](#)
1. Turn off Wi-Fi
  2. Make sure you have good cellular connectivity
  3. Go to Settings > Add Account > Microsoft Exchange
  4. Enter the following:
    - User Email: [username@stamfordct.gov](#)
    - Password: xxxxxxxx
    - Username: username
    - Server: webmail.stamfordct.gov
    - SSL: On
    - Domain: STAMFORDADMIN

Some devices may require a "Manual Setup". If you get any error messages, i.e. cannot connect to the server, please click Continue. If the email doesn't populate within a few minutes, please delete the account and re-add.