Sync Your ACES Email to a Mobile Device

1. From the home screen swipe left to the App list then scroll down and select Settings.
2. Select Email and Accounts then add an account.
3. Select Outlook, and then enter your email address and password:
   - Type in your Email Password (NOT ACES Password). To find it:
     - Access ACES
     - Student Tab
     - Web Services
     - Personal Information
     - View Email Password
   - Your email address will be in the format
     “username@student.alamo.edu”
4. Leave the domain field blank and tap Sign in.
5. A message will appear We couldn’t find your settings, tap Advanced and enter m.outlook.com or POD51009.outlook.com in the server field.
6. Tap Show all settings and change the account name field to Student Email
7. Tap Sign in. The account will now synchronize and will appear on your home screen as Student Email.

Center for Distance Learning
alamo.edu/spc/distance-learning
(210) 486-2239 * SLC 212

The Center for Distance Learning is not responsible for email connectivity.