

Setting Up Office 365 (Exchange) with a Windows Phone

These instructions are for devices running Windows Phone 7, Windows Phone 7.5, and Windows Phone 8.

1. On **Start**, swipe left to the **App** list
2. Select **Settings**
3. Select **email + accounts**.
4. Select **add an account** > **Outlook**.
5. Enter your email address and WUAD password (the one you sign into a computer with)
6. Select **Sign in**.
7. Windows Phone will try to set up your email account automatically. If setup completes successfully, skip to step 12.
8. If you see the message "Check your information and try again. You may have mistyped your password.", verify that you entered the correct email address and password. (At this stage, you don't need to specify any values for **User name** and **Domain**.) Select **Sign in**. If setup completes successfully, skip to step 12.
9. If your email account can't be set up automatically, you'll see the message, "We couldn't find your settings". Select **Advanced**. You'll need to enter the following information:
 - **E-mail address** - This is your full email address (first.last@washburn.edu)
 - **Password** - This is your WUAD password
 - **User name** - This is your email address (first.last@washburn.edu)
 - **Domain** - This is **washburn.edu**
 - **Server** - This is **outlook.office365.com**
10. Select the **Server requires encrypted (SSL)** connection box.
11. Select **Sign in**.
12. Select **OK** if Exchange ActiveSync asks you to enforce policies or set a password.