Office 365 Setup on Windows Phone

1. In the App list, tap **Settings**, and then tap **Email + accounts**.
2. Do one of the following:

   - If you have Windows Phone 8 or 8.1, tap **Add an account** > **Exchange**.
   - If you have Windows Phone 7 or 7.5, tap **Add an account** > **Outlook**.

3. Enter your full email address, for example tony@contoso.com, and your password, and then tap **Sign in**. If the phone finds your account settings, your email, calendar, and contacts will be synched to your phone.

   If this process does not work, please try to manually setup the account by doing the following:

   Manual Setup

   You can set up email accounts on a Microsoft Exchange Server (many work accounts use this), accounts that use Exchange ActiveSync (including Outlook Web App), and Office 365 accounts.

1. In the App list, tap **Settings** ⚙, and then tap **Email + accounts**.
2. Tap **Add an account** > **Exchange**.

3. Enter your email address and password, and then tap **Sign in**. If the phone finds your account settings, your email, calendar, and contacts will be synced to your phone, and you can skip to Step 6. If not, continue to the next step.

4. On the Exchange screen, do the following:

For this field	Do this
Email address	Make sure that your email address is correct.
Password	Tap **Show password**, and then verify that the password is correct.

For this field	Do this
User name	Verify that the user name is correct. For example, if your work email account is on Microsoft Exchange Server and your email address is*kevinc@contoso.com*, you would type *kevinc* for the user name.
Domain	Type the domain name for your account. The domain is part of the information you might use to log on to your PC. For example, if you log on as *DomainName\kevinc*, type *DomainName* for the domain name. If you're using an Outlook Web App account or a hosted Microsoft Exchange account, you typically don't have a domain. In that case, leave the **Domain** box empty.

5. If the correct settings still aren't found, tap Advanced, do the following, and then tap **Sign in**:

- In the **Server** box, type the server address. This is the web address that you use to access your email in a web browser using Outlook Web App. If you don't know the address, you can search Help in Outlook for instructions, or ask your company's support person.

- Tap **Show all settings**, and then make sure that the **Server requires encrypted (SSL) connection** setting is correct. If you're not sure, ask your company's support person.

6. If your company offers Lync and you don't already have the Lync app on your phone, you'll be asked if you want to download the app from the Store.

7. If the **Create a new password** message appears after a few moments, do the following:

1. Tap **Set**, and then enter a password that meets the security requirements in the **New password** box.
2. Tap the **Confirm password** box and type the same password, and then tap **Done**.