Windows Phone

1. If this is the first e-mail account you've set up on the phone, tap the E-mail tile on the phone's home screen and skip to step 4. If this is not the first e-mail account you've set up on the phone, swipe left from the home screen.
2. Tap Settings and then tap E-mail and Accounts.
3. Tap Add an Account and select Outlook.
4. Enter your e-mail address (e.g. hhusker2@unl.edu) and password and tap Sign In. Windows Phone will try to configure your e-mail account automatically. If configuration completes successfully, skip to step 7.
5. If your e-mail account can't be configured automatically, tap Advanced Setup. You'll need to enter the following information:
   a. **E-mail address** This is your full e-mail access, for example hhusker2@unl.edu.
   b. **Password** This is the password for your e-mail account.
   c. **User name** This is your full e-mail address, for example hhusker2@unl.edu.
   d. **Domain** This is the part of your e-mail address after the @ sign, for example unl.edu.
   e. **Server** Enter outlook.office365.com.
   f. Select the **Server requires encrypted (SSL) connection** box.
6. Tap Sign In.
7. Press OK when Exchange ActiveSync asks you if you want to enforce policies on your phone. Policies let you set a password on your mobile phone and use a remote device wipe to clear all data from your mobile phone in case the phone is lost or stolen.

Windows 6.5 Phone

1. Tap Start > Messaging > Setup E-mail.
2. Enter your e-mail address and password, and then tap Next.
3. Make sure the check box **Try to get e-mail settings automatically from the Internet** is selected, and then tap Next. Your mobile phone will try to get settings from the Internet automatically. If this fails, tap Next. Otherwise go to step 8.
4. For **Your e-mail provider**, select Exchange server, and then tap Next twice.
5. Enter your e-mail address (for example, hhusker2@unl.edu), and then tap Next.
6. Tap in the **Server** box and enter your server name (outlook.office365.com) and then tap Next.
7. Enter your user name and password, and then tap Next. Your user name is your complete e-mail address (for example, hhusker2@unl.edu).
8. Select the check boxes for the types of items you want to view on your device, and then tap Finish.
9. Tap OK when Exchange ActiveSync asks you to enforce policies on your phone. Policies let you configure a password on your mobile phone and use a remote device wipe to clear all data from your mobile phone if the phone is lost or stolen.