To set up a Microsoft Exchange or Office 365 email account

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. On Start, flick left to the App list, **tap Settings**, and then tap **Email + accounts**.

2. Tap **Add an account > Outlook**.

3. Tap the **Email address box**, and then type your email address.

4. Tap the **Password box**, and then type your password.

5. Tap **Sign in**.

   Note: If the phone finds your account settings, your email, calendar, and contacts will be synced to your phone, and you can skip to step 8. If not, continue to the next step.

6. On the Outlook screen, do the following, and then **tap Sign in**:

For this field	Do this
Email address	Verify that your email address appears correctly.
Password	Tap **Show password**, and then verify that the password is correct.
User name	Verify that the user name is correct. Note: If your work email account is on Microsoft Exchange Server and your email address is NetID@Creighton.edu you would type NetID for the user name.
Domain	Type the domain name for your account. Note: The domain is part of the information you might use to log on to your PC. For example, if you log on as Blue\abc12345, 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. Leave the Domain box empty.

7. If the correct settings can't be found, **tap Advanced**, do the following, and then **tap Sign in**:

   o **Tap the Server box**, and enter the server address. This is the web address that you use to access your email in a web browser using the Outlook Web App. If you don't know the address, use the steps in the next procedure to find it, or contact your system administrator.

- o **Tap Show all settings**, and then verify that the Server requires encrypted (SSL) connection setting is correct. If you're not sure, ask your system administrator.

8. If the New password needed message appears after a few moments**, tap Set, tap the New password box** and enter a password that meets the security requirements. **Tap the Confirm password box** and type the same password, and then **tap Done**.

To find your Exchange Server information in Microsoft Outlook 2010 on your PC

1. In Microsoft Outlook 2010, **click File, click Account Settings**, and then **click Account Settings**.

2. **Click your Microsoft Exchange email account name**, and then **click Change**.

3. **Click More Settings**.

4. **Click the Connection tab, click Exchange Proxy Settings**, and then note the server address in the Use this URL to connect to my proxy server for Exchange box.