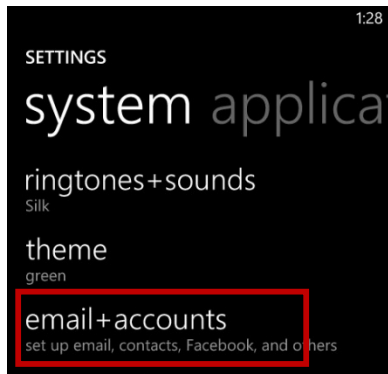
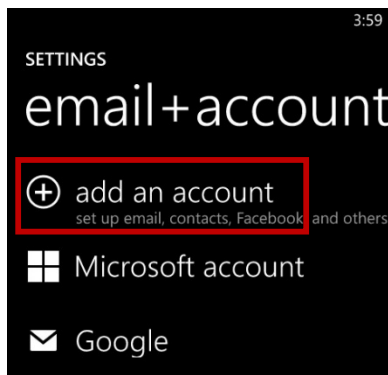


## Setting up Office 365 (Exchange) Email on a Windows 8.x Phone

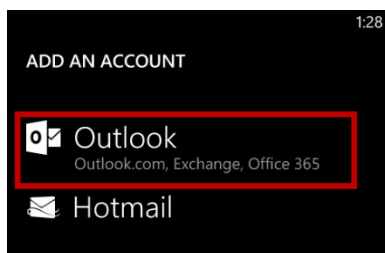
1. Go to **Settings**.
2. Tap **email + accounts**.



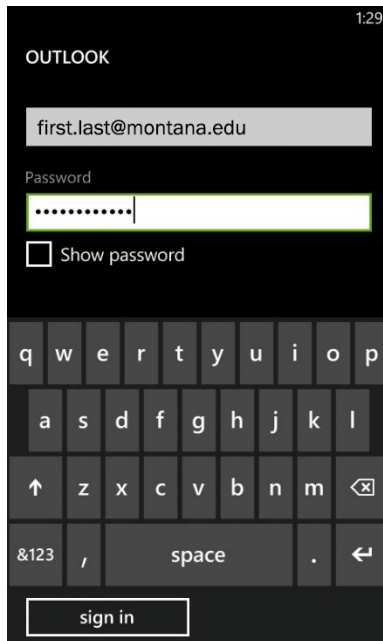
3. Tap **add an account**.



4. Tap **Outlook**.



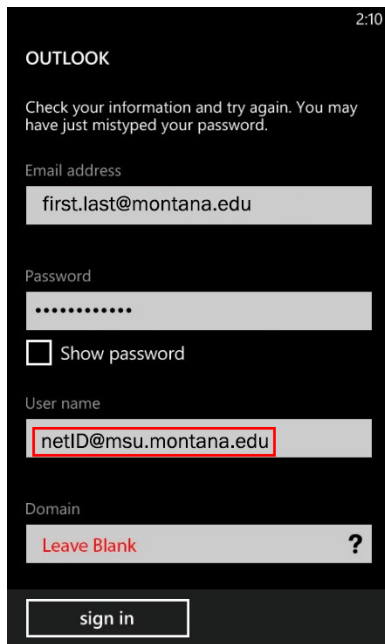
5. Enter your email address (generally is [first.last@montana.edu](mailto:first.last@montana.edu) for staff and [first.last@student.montana.edu](mailto:first.last@student.montana.edu) for students) and NetID password.
6. Tap **sign in**.



*In the window that opens (see below) you will be prompted to check info and try again... enter the following:*

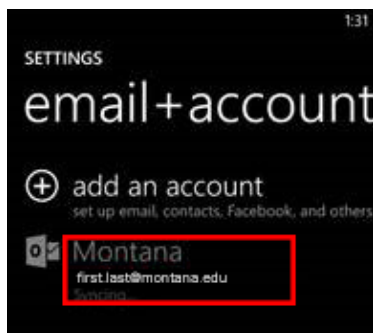
7. **User name:** [netid@msu.montana.edu](mailto:netid@msu.montana.edu) (example: w99v222@msu.montana.edu)  
**Domain:** Leave blank!

8. Click **sign in**.



*Email will now start syncing. To change delivery settings:*

9. Tap newly created account name.



10. Check the items you would like to sync to your mobile device.

