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` for staff and `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` (example: w99v222@msu.montana.edu)
    
    **Domain:** *Leave blank!*
8. Click **sign in**.

   ![Sign in screen for Office 365 email](image)

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

9. Tap newly created account name.

   ![Settings screen for email account](image)
10. Check the items you would like to sync to your mobile device.