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

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

![Settings Screen](image1.jpg)

3. Tap add an account.

![Add Account Screen](image2.jpg)

4. Tap Outlook.

![Add Account Screen](image3.jpg)
5. Enter your email address (generally is `first.last@montana.edu`) and NetID password.
6. Tap **sign in.**

![Sign in image]

*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 image]

*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.