OFFICE 365
GETTING STARTED GUIDE

Welcome to Office 365! This guide will assist you in setting up your Windows Phone/Tablet device.

Configure Windows Phone/Tablet

The following procedure is used to configure your Windows Phone to synchronize Mail, Contacts and Calendar from Office 365.

Please note: You will need to remove the current KSU email account on your phone first and then follow the below steps to add a new one.

1. On **Start**, swipe left to the **App** list, select **Settings**, and then select **email + accounts**.

2. Select **add an account** > **Outlook**.

3. Enter your email address and password, and then select Sign in. Windows Phone will try to set up your email account automatically. If setup completes successfully, skip to step 8.

4. If you see the message "Check your information and try again. You may have mistyped your password.", verify that you entered the correct email address and password. At this stage, you don't need to specify any values for **User name** and **Domain**. Select **Sign in**. If setup completes successfully, skip to step 8.

5. If your email account can't be set up automatically, you'll see the message, "We couldn't find your settings". Select **Advanced**. You'll need to enter the following information:

   - **E-mail address** This is your full email access, for example john.doe@kysu.edu.
   - **Password** This is the password for your email account.
   - **User name** This is your full email address, for example john.doe@kysu.edu.
   - **Domain** This is the part of your email address after the @ sign, for example kysu.edu.
   - **Server** This is the name of your Exchange server. If you're connecting to your Office 365 email, use **outlook.office365.com** for your server name.

6. Select the **Server requires encrypted (SSL)** connection box

7. Select **Sign in**.

8. Select **OK** if Exchange ActiveSync asks you to enforce policies or set a password.