CLEMSON Office 365 EMAIL MIGRATION
Windows Phone instructions

1. In the App list, tap Settings, and then tap Email + accounts.
2. Do one of the following:
   - If you have Windows Phone 8 or 8.1, tap Add an account > Exchange.
   - If you have Windows Phone 7 or 7.5, tap Add an account > Outlook.
   - Enter your full email address, for example tony@clemson.edu, your password then tap Sign in.

   If the phone finds your account settings, your email, calendar, and contacts will be synched to your phone.

If there's a problem connecting the email account,

FOR WINDOWS Phone 8 or 8.1

Delete the old account:

To delete an email account

1. In the App list, tap Settings, and then tap Email + accounts.
2. Tap and hold the account you want to delete, tap Delete, and then tap Delete again.

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. In the App list, tap Settings, and then tap Email + accounts.
2. Tap Add an account > Exchange.
3. Enter your full email address and password, and then tap Sign in. If the phone finds your account settings, your email, calendar, and contacts will be synched to your phone, and you can skip to Step 6. If not, continue to the next step.
4. On the Exchange screen, do the following:

<table>
<thead>
<tr>
<th>For this field</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address</td>
<td>Make sure that your email address is correct.</td>
</tr>
<tr>
<td>Password</td>
<td>Tap Show password, and then verify that the password is correct.</td>
</tr>
<tr>
<td>User name</td>
<td>Verify that the user name is correct. For example, if your work email account is on Microsoft Exchange Server and your email address is <a href="mailto:kevinc@contoso.com">kevinc@contoso.com</a>, you would type kevinc for the user name.</td>
</tr>
<tr>
<td>Domain</td>
<td>Type the domain name for your account. The domain is part of the information you might use to log on to your PC. For example, if you log on as DomainName\kevinc, 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. In that case, leave the Domain box empty.</td>
</tr>
</tbody>
</table>

5. If the correct settings still aren't found, tap Advanced, do the following, and then tap Sign in:

- In the Server box, type the server address – outlook.office365.com
- Tap Show all settings, and then make sure that the Server requires encrypted (SSL) connection setting is on.

6. If the Create a new password message appears after a few moments, do the following:

   1. Tap Set, and then enter a password that meets the security requirements in the New password box.
   2. Tap the Confirm password box and type the same password, and then tap Done.
FOR WINDOWS Phone 7 or 7.5

To delete an email account

1. On Start, flick left to the App list, tap Settings, and then tap Email + accounts.
2. Tap and hold the account you want to delete from your phone, tap Delete, and then tap Delete again.

Note -- The first Windows Live account that you set up can't be deleted from your phone.

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. 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:

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### Windows Phone instructions

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</tr>
</tbody>
</table>

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

   - 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.

   - 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**.

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**FOR MORE DETAILED INSTRUCTIONS**