Set up an Office 365 email account on your Windows Phone

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**.
3. Enter your full email address, for example tony@geneva.edu, and your password, and then tap **Sign in**. If the phone finds your account settings, your email, calendar, and contacts will be synched to your phone.