



Set up work email account / Office 365 / Windows Devices

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@contoso.com, 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.

Not working? Make sure you entered your email and password correctly and try again.

If you require assistance please contact our Service Desk via email at sd@communicateplc.com