How to Configure Microsoft 365 E-Mail on your mobile device (Windows Surface)

The following instruction are how to setup your Windows phone devices to be used with the new Office 365 email used by CFISD.

You can use Mail, the Windows 8 Mail app, to access your Office 365 by using your email address and password. The Windows 8 Mail app is built in to Windows 8 and Windows RT.
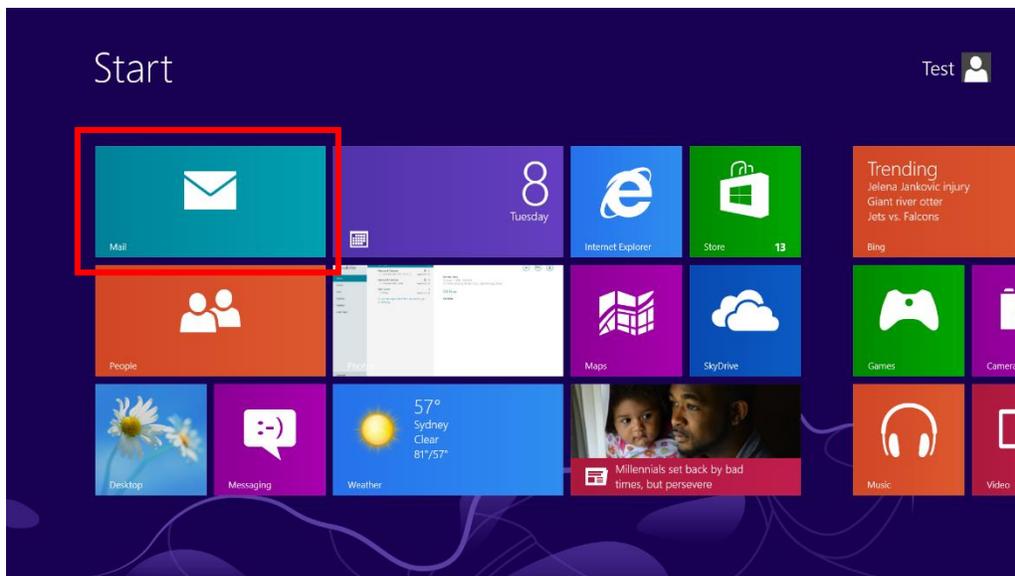
Note: You need to have a Microsoft account to use the Windows 8 Mail app. Your Microsoft account is the combination of an email address and password that you use to sign into services like Hotmail, Messenger, SkyDrive, Windows Phone, Xbox LIVE, or Outlook.com.

Note: If you are signed into Windows using a Microsoft account, the Windows 8 Mail app will be ready for you to add email accounts the first time you open it.

Note: If you are not signed in to Windows using a Microsoft account, Windows Mail will ask you to add your Microsoft account information to Windows 8 Mail the first time you start the program.

Use this procedure to set up your Office 365. You can use this procedure whether or not you are already signed in to Windows or Windows 8 Mail with a Microsoft account.
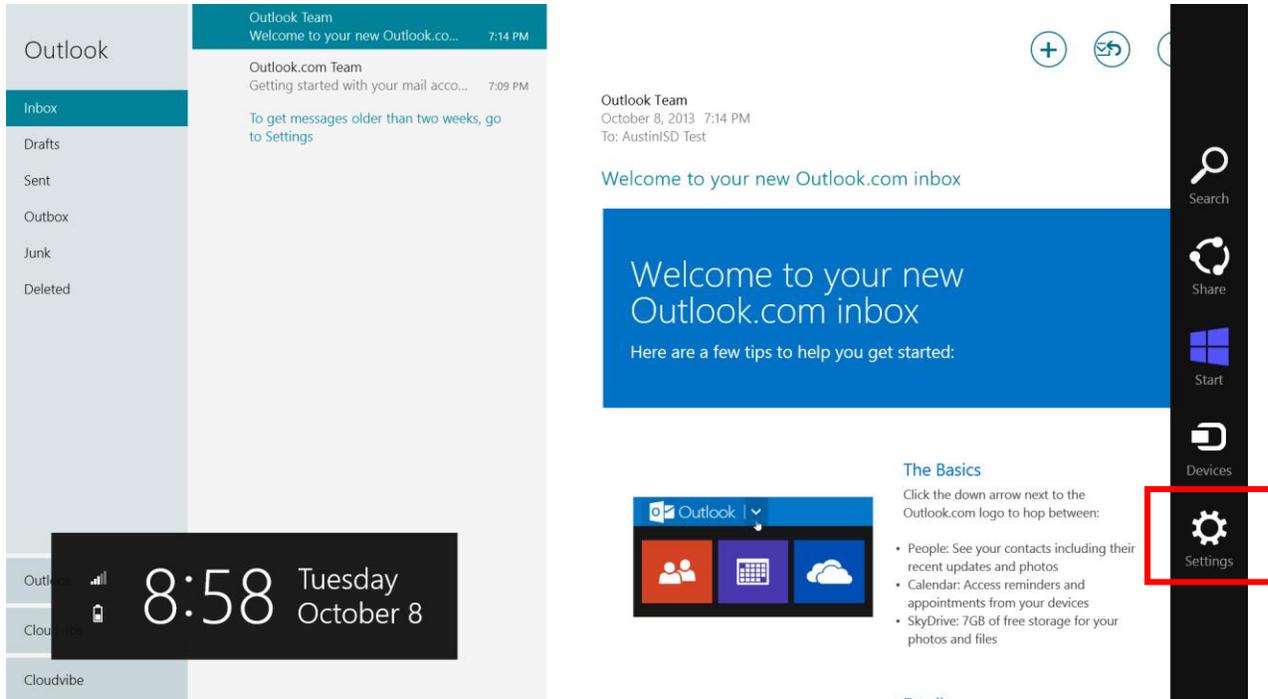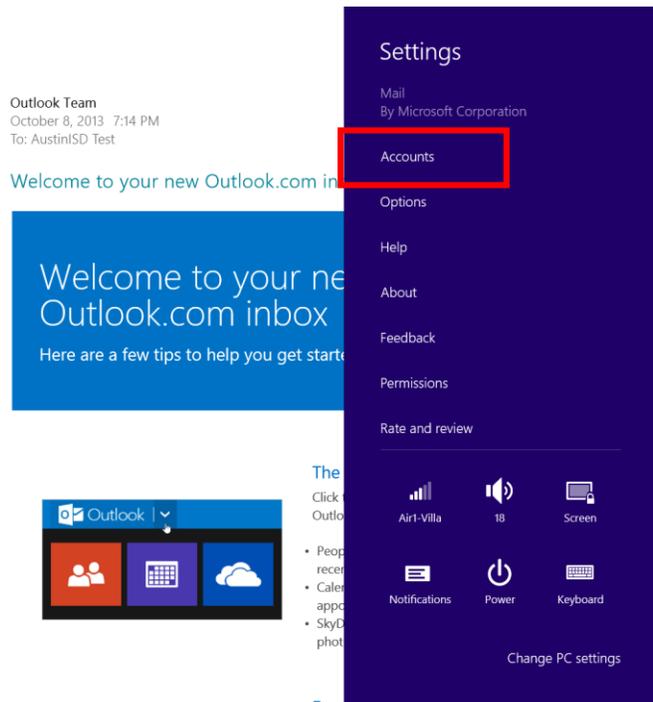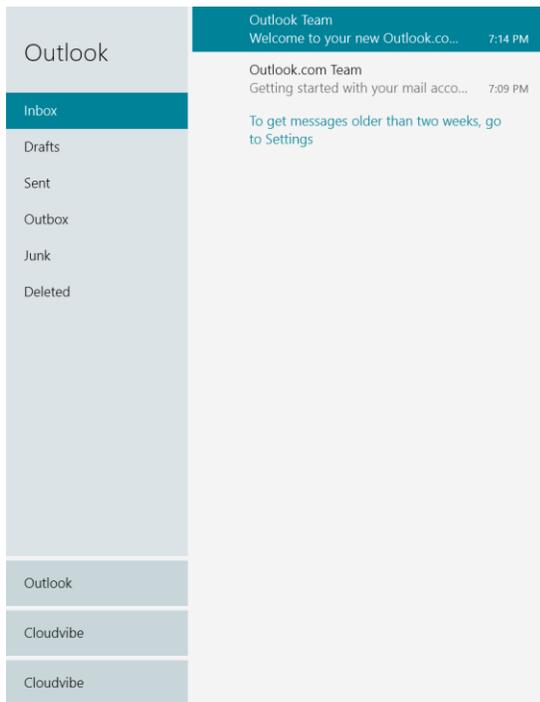
1. From Start, select the Mail tile.

If Mail shows the Add your Microsoft account page when you start it, you need to sign in to Windows 8 Mail using a Microsoft account. Type the email address and password for your Microsoft account, and then click Save. If you don't have a Microsoft account, select Sign up for a Microsoft account.

Note: If you don't see the Add your Microsoft account page when you start Mail, you are already signed into Windows or Windows 8 Mail with a Microsoft account. Skip to the next step.
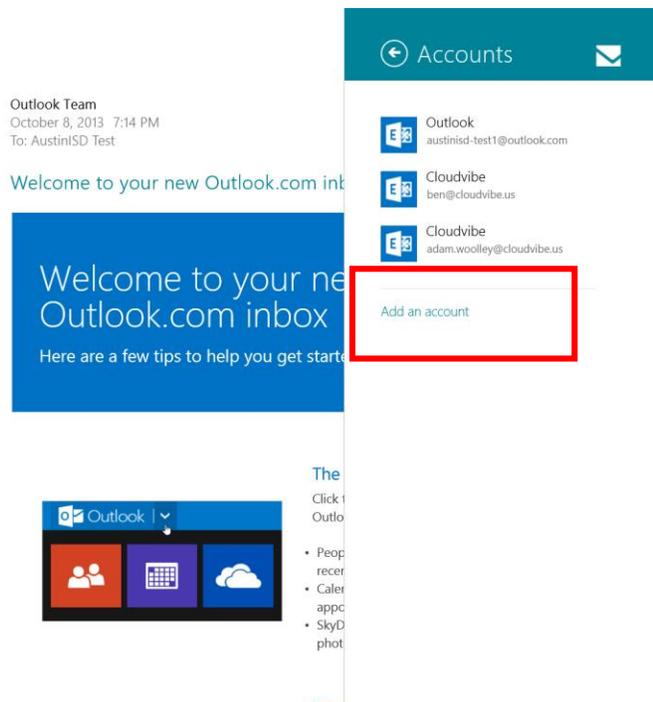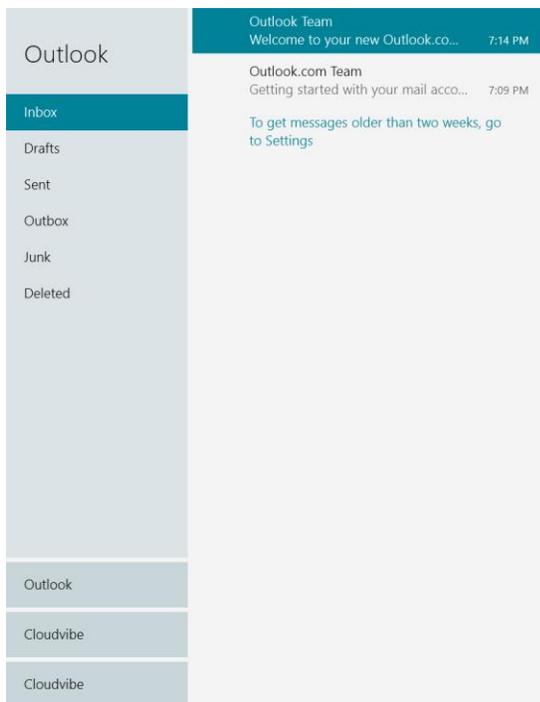
2. If you are using a touch device, swipe in from the right edge of the screen, and select Settings. If you are using a mouse, point to the lower-right corner of the screen, and click Settings.
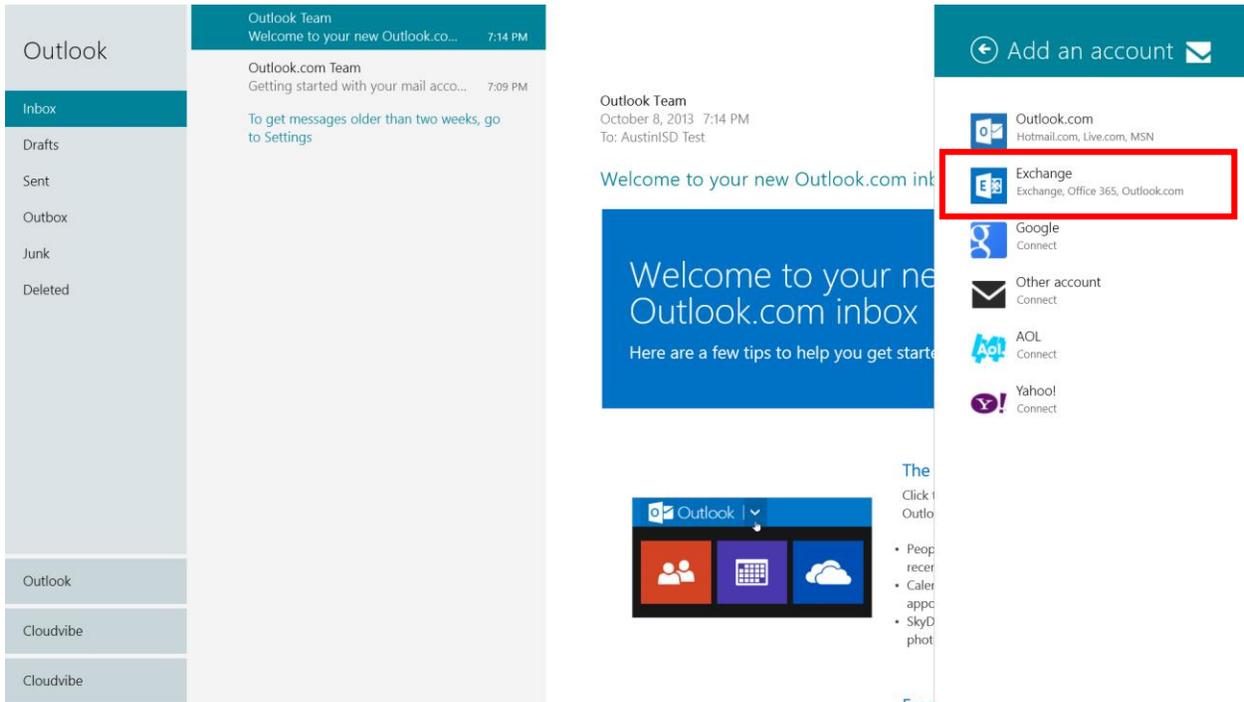
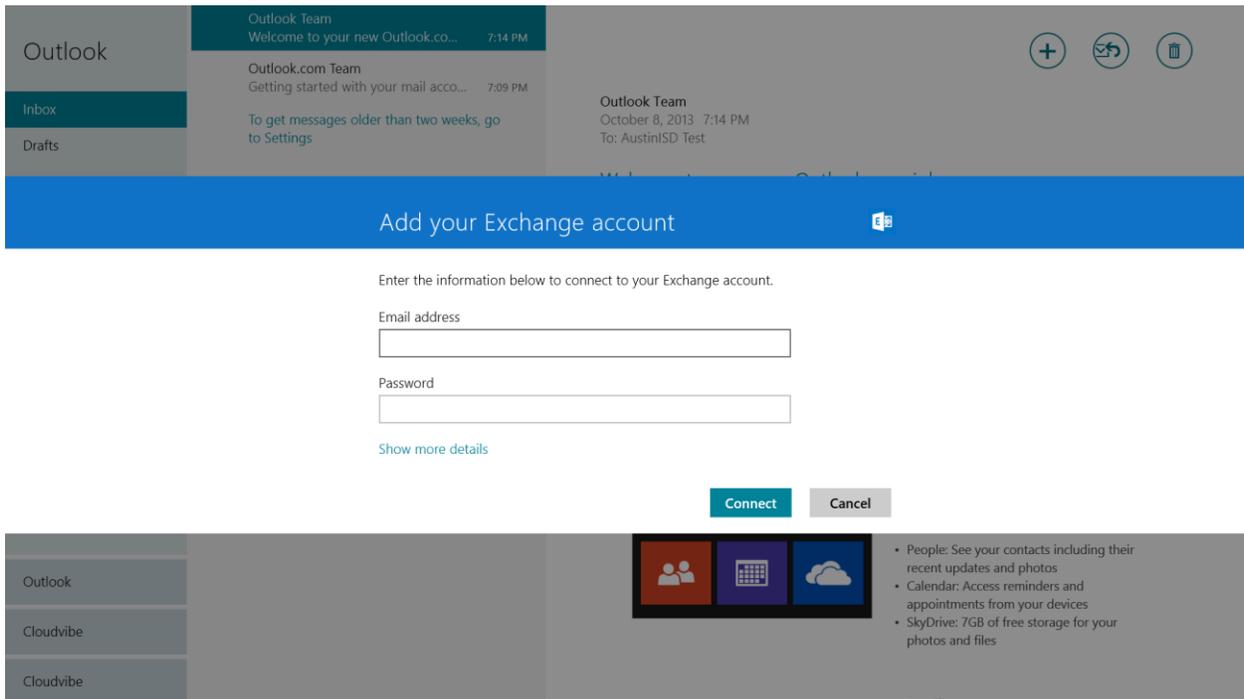3. In the Settings menu select Accounts.

4. Select > Add an account

5. Select Exchange

6. On the Add your Exchange account page, type the email address (for example: john.smith@cfisd.net) and password for the email account you want to add, and then select Connect. Mail will perform an online search to find your email server settings.

7. If you see the message "Your email account is successfully configured.", select Finish. If you see the message titled Make my PC more secure, read the message, and then select Enforce these policies.

8. You have now completed the setup of Office 365 email on Windows Surface.