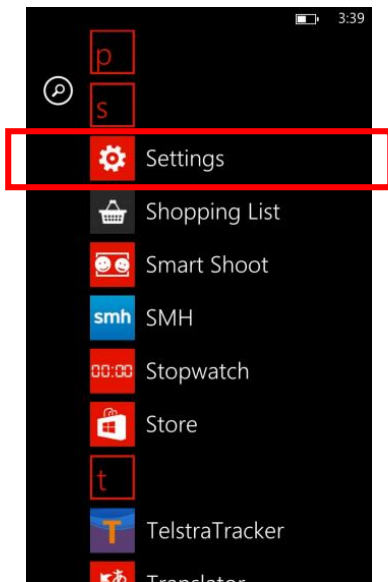


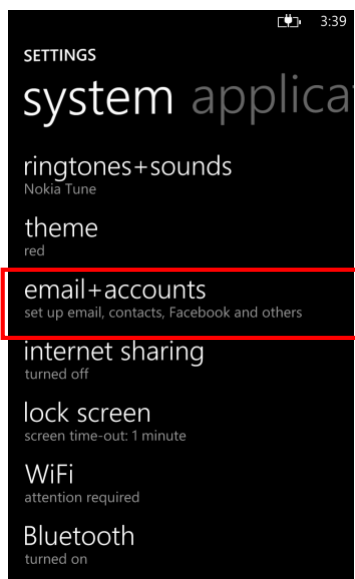
How to Configure Microsoft 365 E-Mail on your mobile device (Windows Phone)

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

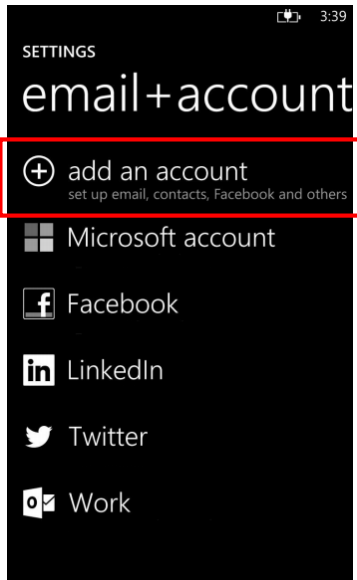
1. On Start, flick left to the App list, tap Settings icon.



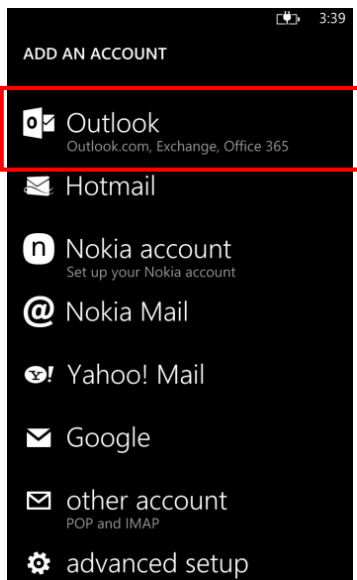
2. Then tap Email + accounts.



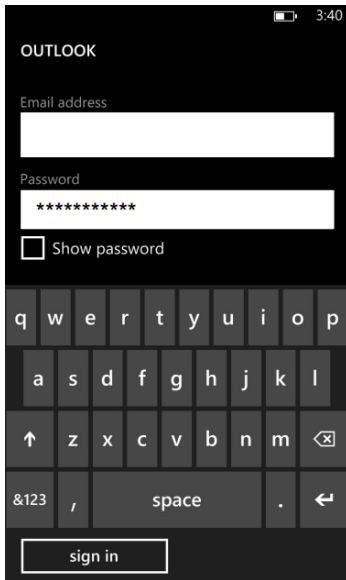
3. Tap Add an account.



4. Tap on Outlook



5. Tap the Email address box, and then type your email address.



6. Tap the Password box, and then type your password.
7. Tap Sign in. If the phone finds your account settings, your email, calendar, and contacts will be synced to your phone
8. You have now completed the Windows Phone setup with Office 365.
9. A tile will appear on the Home screen with the Outlook icon.

Manual Configuration of your Windows Phone device

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:

1. **E-mail address:** This is your full email address, for example john.smith@cfisd.net
2. **Password:** This is the password for your email account.
3. **User name:** This is your full email address, for example john.smith@cfisd.net
4. **Domain:** This is the part of your email address after the @ sign, for example cfisd.net
5. **Server:** For 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.