Configuring Office 365 Email & Calendar

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@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.

   **Note**  If there's a problem connecting the email account, see the Microsoft Exchange or Office 365 email account section in Set up or delete an email account for Windows Phone 8 or 8.1, or in Set up or delete an email account for Windows Phone 7 or 7.5.

Source: https://support.office.com/en-us/article/Set-up-email-on-Windows-Phone-181a112a-be92-49ca-ade5-399264b3d417