



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](#).