Set Up E-Mail on Windows Phone

Applies to: *Office 365 for professionals and small businesses, Office 365 for enterprises, Microsoft Exchange, Live@edu*

How do I set up mail on Windows Phone?

1. If this is the first e-mail account you've set up on the phone, tap the **E-mail** tile on the phone's home screen and skip to step 4. If this is not the first e-mail account you've set up on the phone, swipe left from the home screen.
2. Tap **Settings** and then tap **E-mail and Accounts**.
3. Tap **Add an Account** and select **Outlook**.
4. Enter your e-mail address and password and tap **Sign In**. Windows Phone will try to configure your e-mail account automatically. If configuration completes successfully, skip to step 7.
5. If your e-mail account can't be configured automatically, tap **Advanced Setup**. You'll need to enter the following information:

a. **E-mail address** This is your full e-mail access, for example test@tessolve.com.
b. **Password** This is the password for your e-mail account.
c. **User name** This is your full e-mail address, for example test@tessolvecom.
d. **Domain** This is the part of your e-mail address after the @ sign, for example tessolve.com.
e. Provide the Incoming Server settings if you want to configure POP3 or IMAP

POP setting
Server name: outlook.office365.com
Port: 995
Encryption method: SSL
IMAP setting
Server name: outlook.office365.com
Port: 993
Encryption method: SSL

Outgoing Server settings:-
SMTP setting
Server name: smtp.office365.com
Port: 587
Encryption method: TLS

f. Select the **Server requires encrypted (SSL) connection** box.

6. Tap **Sign In** to complete.