1. On **Start**, swipe left to the **App** list, select **Settings**, and then select **Email + accounts**.

2. Select **Add an account > Outlook**

3. **Enter your e-mail address** (nNumber@ospreys.unf.edu) and **password** (mywings password) and select **Sign in**. Windows Phone will try to setup your e-mail account automatically. If setup completes successfully, skip to step 7.

4. If you see the message “Check your information and try again. You may have mistyped your password.”, verify that you entered the correct e-mail address and password. At this stage, you don’t need to specify any values for **Username** and **Domain**. Select **Sign in**. If setup completes successfully, skip to step 7.

5. If your e-mail 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.
   a. **E-mail Address**: n00123456@ospreys.unf.edu
   b. **Password**: UNF ID password (mywings password)
   c. **Username**: n00123456@ospreys.unf.edu
   d. **Domain**: Leave Blank
   e. **Server**: mail.office365.com
   f. Select **Show all settings** and make sure the **Server requires encrypted (SSL) connection** box is selected.

6. Select **Sign in**.

7. Select **OK** if Exchange ActiveSync asks you to enforce the policies or set a password.