**MONTANA STATE UNIVERSITY NORTHERN**

## Setting up Office 365 (Exchange) Email on a Windows 8.x Phone

1. Tap **Settings** > **email+accounts** > **add an account** > **Outlook**

2. Enter your **email address**, and **NetID password**.

   Examples:

   > Faculty/Staff: aurora.borealis@msun.edu
   > Students: aurora.borealis@students.msun.edu

3. Tap **sign in**.

4. In the window that opens you will be prompted to check info and try again.

5. Enter the following:

   > **Username: netid@msun.edu**  (Ex: a99z111@msun.edu)
   > **Domain:** LEAVE BLANK

6. Tap **sign in.** *(email will start syncing)*

**To change delivery settings:**

7. Tap the newly created account name.

8. Select when, how much and the items you'd like to sync

9. Tap the check mark.