

## Set up email on 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. **Watch a video:**

[https://support.office.com/en-us/article/Set-up-email-on-Windows-Phone-181a112a-be92-49caade5-399264b3d417#BKMK\\_VideoO365](https://support.office.com/en-us/article/Set-up-email-on-Windows-Phone-181a112a-be92-49caade5-399264b3d417#BKMK_VideoO365)