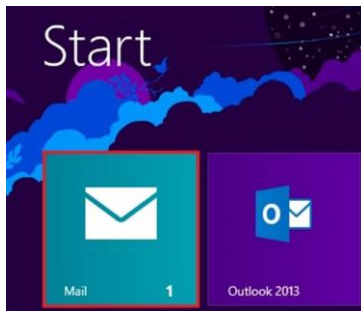




Use this procedure to set up your Office 365 or Exchange-based email account. You can use this procedure whether or not you are already signed into Windows or Windows 8 Mail with a Microsoft account.

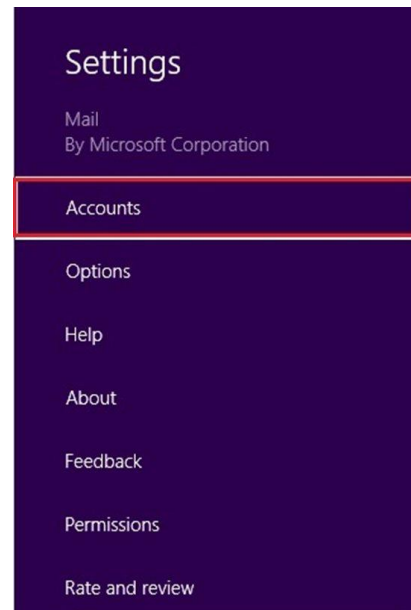
1. From **Start**, select **Mail** tile.

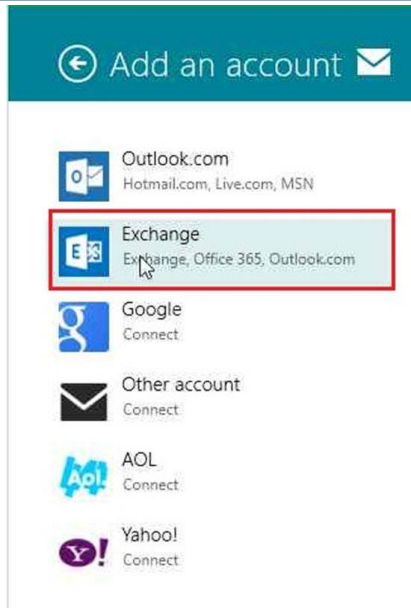


2. If Mail shows the Add your Microsoft account page when you start it, you need to sign in to Windows 8 Mail using a Microsoft account.
Type the email address and password for your Microsoft account, and then click Save.
3. If you don't have a Microsoft account, select Sign up for a Microsoft account.
Note: If you don't see the Add your Microsoft account page when you start Mail, you are already signed into Windows or Windows 8 Mail with a Microsoft account. Skip to the next step.
4. If Mail shows the Add your email accounts list when you start it, select Outlook to set up our first account in Mail.
5. If Mail shows the email from an account that you had previously set up when you start it, do the following:

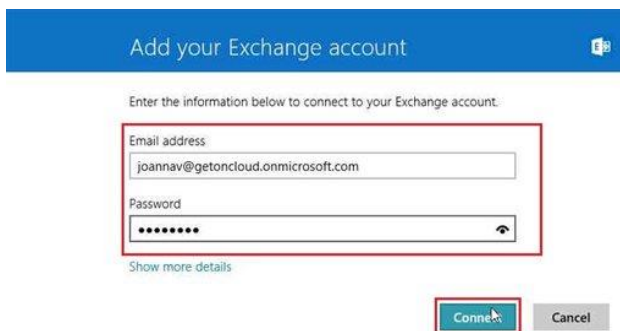
- a. If you are using a touch device, swipe in from the right edge of the screen, and select Settings.
- b. If you are using a mouse, type the key combination Windows Key + I

6. In the Settings menu select Accounts > Add an account > Exchange





7. On the Add your Outlook account page, type the email address and password for the email account you want to add. Office 365 email account will perform an online search to find your email server settings.



8. If you see the message “Your email account is successfully configured.”, select Finish. If you see the message titled Make my PC more secure, read the message, and then select Enforce these policies.

