

Email and Exchange

How to setup exchange email on windows phone

Set up your phone for Exchange email

1. Find "email + accounts"
 - Press arrow right to access the main menu.
 - Press Settings.
 - Press email + accounts.
2. Create new email account
 - Press add an account.
 - Press advanced setup.
3. Enter email address
 - Press the field below Email address and key in your email address.
4. Enter password
 - Press the field below Password and key in the password for the server.
 - Press next.
5. Select account type
 - Press Exchange ActiveSync.
6. Enter username
 - Press the field below Username and key in your username.
7. Enter domain
 - Press the field below Domain and key in the domain.
8. Enter server name
 - Press the field below Server and key in the server name.
9. Turn off SSL encryption
 - Press Server requires an encrypted (SSL) connection to turn off SSL encryption.
 - When the box next to the menu item is empty, SSL encryption is turned off.
10. Enter email account name
 - Press the field below Account name and key in a name for your email account (such as Private or Work).
11. Select setting for synchronisation
 - Press the field below Download new content.
 - Press the required period or manually.

• Please note: each time your phone connects to the server to synchronise, data charges will apply.
12. Select time for retrieving email messages
 - Press the field below Download email from.
 - Press the required period or any time.
13. Select data types
 - Press Email, Contacts, Calendar and Tasks to turn synchronisation of each data type on or off.
 - When the box next to the menu item is ticked (V), synchronisation for the required data type is turned on.
14. Activate email account
 - Press sign in.

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- Wait while the email account is activated.
15. Exit
- Press the Home key to return to standby mode.

Unique solution ID: #1048

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