Set up school email on Windows phone device.

The following document provide a quick guide to set up a SMS mail account on any Windows phone device.

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

Start screen
![Start screen](image)

Scroll down and tap Settings.
![Scroll down and tap Settings](image)

Tap email + accounts.

![Tap email + accounts](image)

Tap **add an account**.
Tap **Outlook**.

Enter your email address and password, and then select **Sign in**. Windows Phone will try to set up your email account automatically.

If your email 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:

- **E-mail address** This is your full email access, for example tony@sms.edu.do.
- **Password** This is the password for your email account.
- **User name** This is your full email address, for example tony@sms.edu.do.
- **Server** This is the name of your Exchange server. If you’re connecting to your Office 365 email, use **outlook.office365.com** for your server name.

Select the **Server requires encrypted (SSL)** connection box. 
Select **Sign in**. 
Select **OK** if Exchange ActiveSync asks you to enforce policies or set a password.

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