Smartphone Configuration for Exchange Online Accounts

For Windows Phone users:

FIRST – create a new UW email connection:

1. On Start, tap or click Mail.
2. Swipe in from the right edge of the screen, and then tap Settings.
3. Tap or click Accounts.
4. Tap or click Add an account, select Outlook, then follow the on-screen instructions.

THEN – delete your old UW email connection:

1. On Start, tap or click Mail.
2. Swipe in from the right edge of the screen, and then tap Settings.
3. Tap or click Accounts.
4. Tap or click the account you want to remove.
5. At the bottom, tap or click Remove account.