

# Smartphone Configuration for Exchange Online Accounts

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## 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**.