

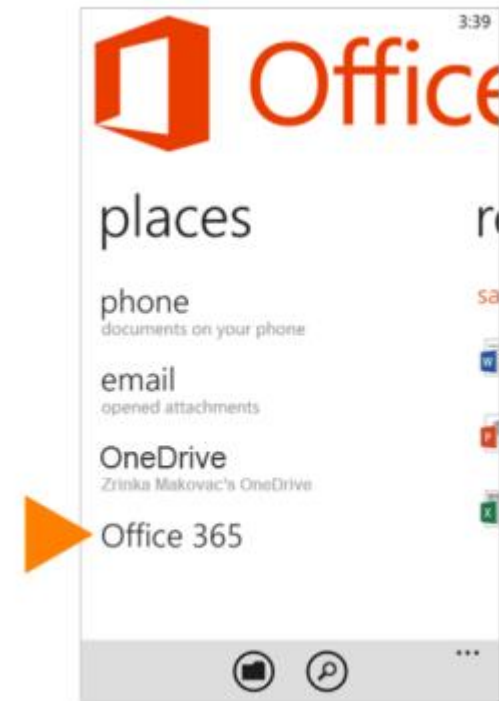
Windows Phone: Set up email, calendar, and contacts

Set up the Office Mobile app Windows Phone is pre-installed with the Office Mobile app. Office Mobile is where you create new Office Word, Excel, and PowerPoint documents and where you can view and edit documents stored on OneDrive for Business or SharePoint sites.

How you choose to set up the Office Mobile app depends on whether you've already added your Office 365 email account to your phone. Follow the procedure that best matches what you need to do.

I need to set up my Office 365 email account and the Office Mobile app for the first time

1. In the App list, tap Office.
2. On Places, tap Office 365 > Set up.
3. On Add an Account, tap Outlook. Type your full Office 365 email address, for example `blogj@watfordboys.org` and tap sign in. Your account takes a few minutes to set up.
4. Your mail, calendar, contacts, and OneDrive for Business account are set up by default on your phone. Tap done.
5. On the Office 365 page, sign in with your Office 365 username, e.g. `blogj@watfordboys.org`, and windows password. Check Keep me signed if you don't want to sign in each time you open an Office 365 document. Tap Sign in. Your OneDrive for Business and team site are now added to Places



Manage your email, calendar, and contacts

If you followed the procedures for setting up Office Mobile on the previous page, your

Office 365 email, calendar, and contacts information are automatically synced. You can make changes to your Office 365 account from the Settings menu.

1. In the App list, tap Settings > email+accounts.
2. Tap your Office 365 account.
3. From the account's settings, you can:
 - Rename the account
 - Set when you want new content to download
 - Set how far back you want to download emails
 - Uncheck any items such as email, contacts, calendar, and tasks that you don't want to sync
4. When you're finished making your changes, tap **Done**

