

O365: Windows Phone Setup

Please be aware you require a passcode or security pin set up on your mobile device before adding your email account.

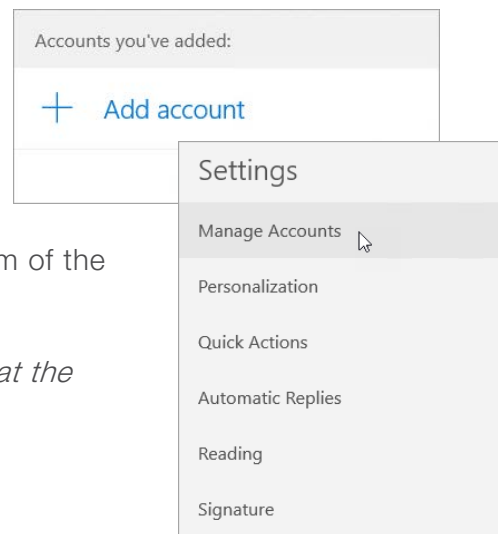
As your device is not a University asset, support from the IT Service Desks for this service is minimal.

1. Open the Mail app by clicking the Windows Start menu and choosing **Mail**.



If this is the first time you've opened the Mail app, you'll see a Welcome page.

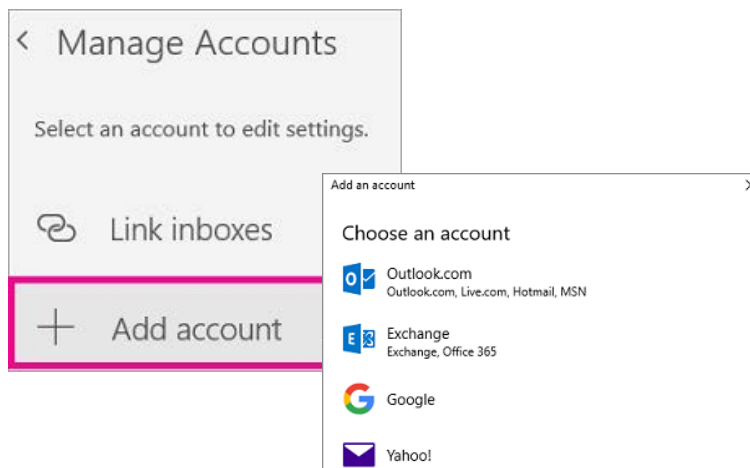
2. Select **Add account** to get started.



3. If you've used the Mail app before, at the bottom of the left navigation pane, select **Settings/**, and then choose **Manage Accounts**.

***Note:** On a phone or tablet, tap the three dots at the bottom of the page to access **Settings**.*

4. Select **Add account**.
5. Choose **Exchange** as the Account Type.



Notes: You may need to scroll down the **Add an account** dialogue box to view all options.

6. Enter your **student** account details
Name: Student Name
Email: (studentnumber@my.nd.edu.au)
Password: Your student account password
7. Click **Sign in**.

Note: It may take a few minutes for your account to synchronise. During this time, you may see "Not synced yet" in the message pane.

Please kindly contact your campus Service Desk if you require assistance.

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