Setting Up An iOS Device

Windows Phone

Windows 8

1. Open “Settings”

2. Tap “email+accounts”
3. Tap “add an account “

4. Select “Outlook “
5. Enter the required details to sign in (usually this is just your username and password)

- Enter your email address: john.smith@anu.edu.au
- Uncheck ‘show password’
- Password: (enter ANU password)

6. Click ‘Sign In’ and the ‘Settings’ screen will expand
7. Enter the additional required details

- User name: u1234567@uds.anu.edu.au
- Domain: (Leave it blank)

8. Click ‘Sign In’ and the ‘Settings’ screen will expand
9. Enter the additional required details

- Server: m.outlook.com

10. Click ‘Sign In’

11. Outlook will start to synchronize your email

12. Select the "Windows" key to return to the main screen