

To set up Outlook on a Windows Phone for Office 365 mail

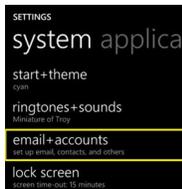
The setup steps for phones running Windows Phone 8.1, Windows Phone 8, Windows Phone 7.5, or Windows Phone 7 are shown below. You can also view these steps in [this short video](#).

[Skip down the page](#) for setup steps for Windows 10 phones.

1. On your Windows phone, in the App list, select **Settings**.



2. Select **email + accounts**.

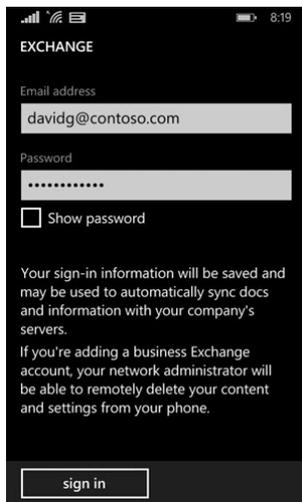


3. Complete one of the following steps:

- If you have Windows Phone 8 or 8.1, select **add an account** and then select **Exchange**.



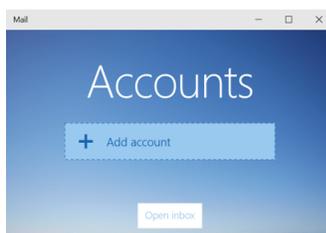
- If you have Windows Phone 7 or 7.5, select **add an account** and then select **Outlook**.
4. Enter your UN email address and your Unite Identity password and then select **Sign in**. When the phone finds your account settings, your email, calendar, and contacts will be synced to your phone.



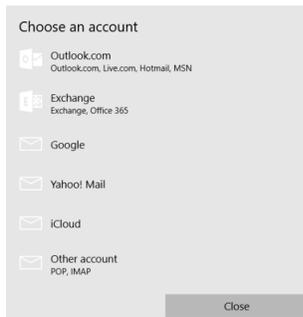
That's it. You're done! For more information, see [Set up email on Windows Phone](#).

To set up Outlook on Windows 10 phone for Office 365 mail

1. On a Windows 10 phone, open the Mail app or Calendar app. On the **Welcome** page, select **Get started**.
Note: If you don't see the **Welcome** page when the app opens, go to [Add another email account](#) below to set up your account. Otherwise, continue to **Step 2**.
2. On the **Accounts** page, select **Add account**.



3. Select **Exchange**, and then enter your UN email address and Unite Identity password.



4. Select **Sign in > Done**. Your data will start syncing as soon as your account is set up.

To add another email account

You can add additional accounts so that you can work with all your emails in one place.

1. Open the **Mail** app and, at the bottom of the left navigation pane, select **Settings** . **NOTE:** On a phone or tablet, choose the three dots (...) at the bottom of the page to access **Settings**.



2. Select **Manage Accounts > Add account**.
3. Select **Exchange**, and then enter the email address and password for the account.
4. Select **Sign in > Done** when your account is set up.

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

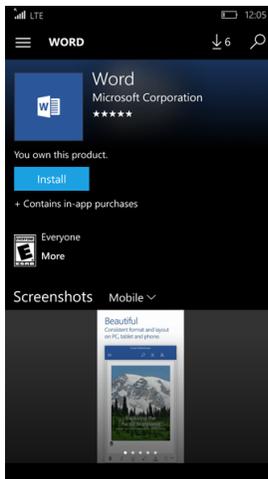
For more information, see [Set up your account in Mail for Windows 10](#).

Set up the Word mobile app on Windows devices

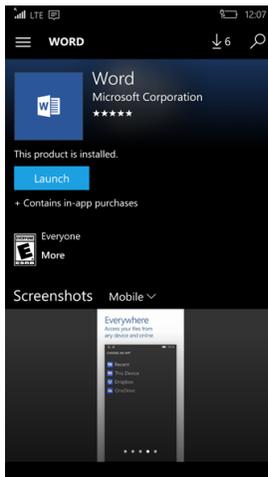
Create, edit, and save Word files almost anywhere with the Office mobile apps for Windows devices.

If you have a qualifying Office 365 plan and you sign in to the app with the Microsoft account or work or school account that's associated with your Office 365 subscription, you'll have access to the app's extra features as well as other Office 365 apps.

1. Open the **Microsoft Store** .
2. Enter the name of the app you want in the search box and then select **Search**.
3. Select the **Microsoft Word** app in the search results, select **Get**, and then select **Install**.



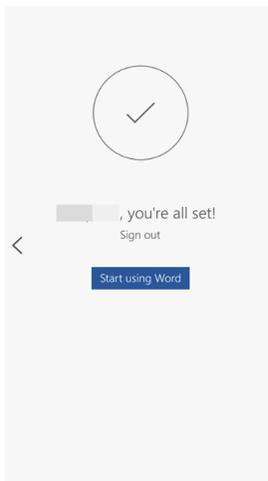
4. After the app is installed, select **Launch**.



5. On the **Sign in** screen, enter your UN email address and Unite Identity password.



6. On the **You're all set** screen, select **Start using Word**.



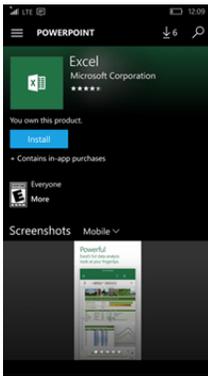
If you are unsuccessful with the sign-in process, please visit the FAQ's section on the [Office 365 mobile apps for business](#) page.

Set up the Excel mobile app on Windows devices

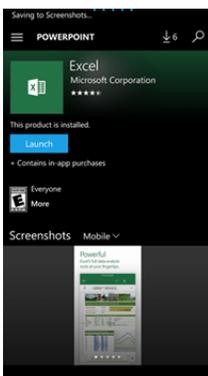
Create, edit, and save Excel files almost anywhere with the Office mobile apps for Windows devices.

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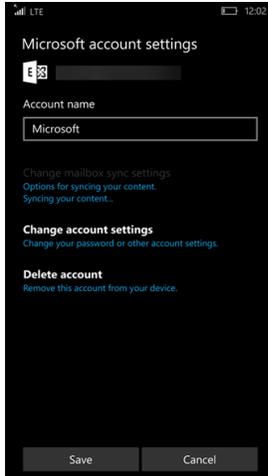
1. Open the **Microsoft Store** .
2. Enter the name of the app you want in the search box and then select **Search**.
3. Select the **Microsoft Excel** app in the search results, select **Get**, and then select **Install**.



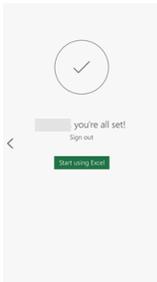
4. After the app is installed, select **Launch**.



5. On the **Sign in** screen, enter your UN email address and Unite Identity password.



6. On the **You're all set** screen, select **Start using Excel**.



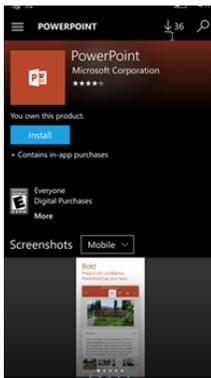
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Set up the PowerPoint mobile app on a Windows device

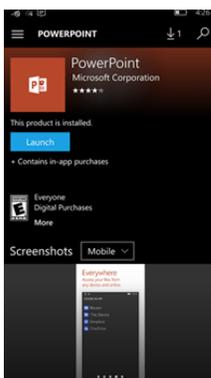
Create, edit, and save PowerPoint files almost anywhere with the Office mobile apps for Windows devices.

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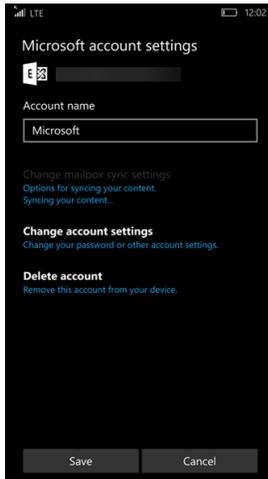
1. Open the **Microsoft Store** .
2. Enter the name of the app you want in the search box and then select **Search**.
3. Select the **Microsoft PowerPoint** app in the search results, select **Get**, and then select **Install**.



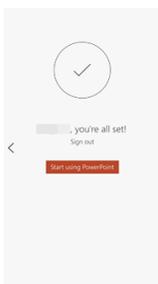
4. After the app is installed, select **Launch**.



5. On the **Sign in** screen, enter your UN email address and Unite Identity password



6. On the **You're all set** screen, select **Start using PowerPoint**.



If you are unsuccessful with the sign-in process, please visit the FAQ's section on the [Office 365 mobile apps for business](#) page.