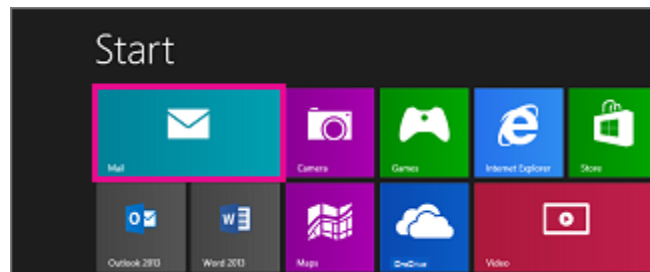


## Add your email account to the Windows 8 Mail app

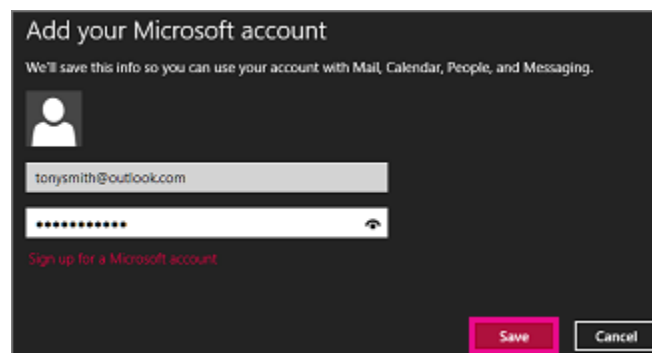
Use this procedure to set up your Office 365 or Exchange-based email account. You can use this procedure whether or not you are already signed in to Windows or Windows 8 Mail with a Microsoft account.

1. From **Start**, select the **Mail** tile.



2. If Mail shows the **Add your Microsoft account** page when you start it, you need to sign in to Windows 8 Mail using a Microsoft account. Type the email address and password for your **Microsoft account**, and then click **Save**. If you don't have a Microsoft account, select **Sign up for a Microsoft account**.

**NOTE** if you don't see the **Add your Microsoft account** page when you start Mail, you are already signed into Windows or Windows 8 Mail with a Microsoft account. Skip to the next step.



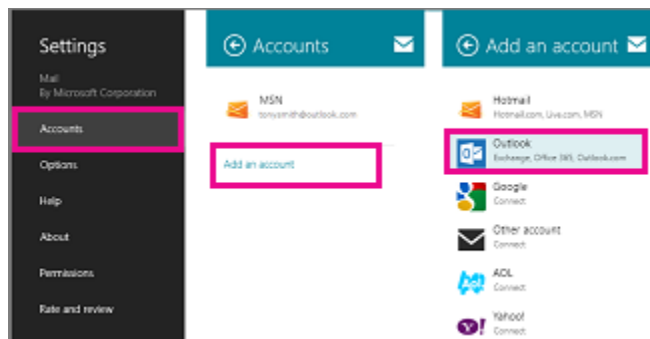
3. If Mail shows the **Add your email accounts** list when you start it, select **Outlook** to set up our first account in Mail. Then, skip ahead to step 5.



4. If Mail shows the email from an account that you had previously set up when you start it, do the following:
  1. If you are using a touch device, swipe in from the right edge of the screen, and select **Settings**. If you are using a mouse, point to the lower-right corner of the screen, and click **Settings**.



2. In the **Settings** menu select **Accounts** > **Add an account** > **Outlook**.



5. On the **Add your Outlook account** page, type the **username@lawrence.edu** ([smithj@lawrence.edu](mailto:smithj@lawrence.edu)) and **Lawrence email password** for the email account you want to add, and then select **Connect**. Mail will perform an online search to find your email server settings.

Add your Outlook account

Enter the information below to connect to your Outlook account.

Email address  
tony@contoso.onmicrosoft.com

Password  
.....

[Show more details](#)

**Connect** Cancel

6. If you see the message "Your email account is successfully configured." select **Finish**. If you see the message titled **Make my PC more secure**, read the message, and then select **Enforce these policies**.