


How do I connect my Windows phone to Student Email?

Please note, that to set up an email account on your phone you need to have a working WiFi or data connection.

If you already have a Windows Live or Hotmail account and wish to use it, please go to section A. If you haven't got an account please go to section B.

Section A: Setting up a Windows Live or Hotmail account


1. On **Start**, flick left to the **App** list, tap **Settings** , then tap **Email + accounts**.
2. Tap **Add an account** > **Windows Live**.
3. If you haven't signed in with a Windows Live ID yet during setup, the **Before you sign in** screen appears. On this screen, tap **Next**.
4. Tap the **Email address** box, then type your Windows Live ID.
5. Tap the **Password** box, then type your Windows Live password.
6. Tap **Sign in**.
7. To set up additional email accounts go to Section B

NOTE

The first Windows Live account that you set up can't be deleted from your phone.

If you set up additional Windows Live IDs on your phone, photos in those additional accounts won't be synchronised to your phone, and you won't be able to use those Windows Live IDs to play Xbox LIVE games or use a Zune Music Pass. See [Which Windows Live ID should I use?](#) to learn more.

Section B: To connect to a Teesside University Student email account

1. On **Start**, flick left to the **App** list, tap **Settings** , then tap **Email + accounts**.
2. Tap **Add an account** > **Exchange**.
3. If you haven't signed in with a Windows Live ID yet during setup, the **Before you sign in** screen appears. On this screen, tap **Next**.
4. Tap the **Email address** box, then type your student email address and university password as displayed over page.

Email address

M1234567@live.tees.ac.uk

Password

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5. Tap **Sign in**.

Instructions on how to connect to other email accounts such as Yahoo or Google mail, please go to the website below:-

<http://www.windowsphone.com/en-gb/how-to/wp7/people/set-up-an-email-account>