

How to configure ActiveSync on Windows Phone 8 & Higher

Automatic set-up:

1. To set up a new email account, select **Settings** and then **email + accounts**.
2. Select the option to **add an account**.
3. Select the option to add an **Outlook** account.
4. Enter in your full email address "*username@domain.com.au* and the password you use to access your email account and tap **Sign-in**.
5. Windows Phone 8 will then attempt to determine the correct settings to use automatically.

If it is not able to do so, you will be prompted to fill in the rest of the information manually, please contact your account manager for more information.

