How to
Install Office 365 on a Windows Mobile Device

1. Click on Start > Messaging > Setup E-mail.

2. Enter your e-mail address and password, and then tap Next.

3. Make sure the check box Try to get e-mail settings automatically from the Internet is selected, and then click Next. Your mobile phone will try to get settings from the Internet automatically.
   If successful, skip to step 4.
   If this fails, select Next and follow these steps:
   a. For Your e-mail provider, select Exchange server, and then tap Next twice.
   b. Enter your full e-mail address (example: Jane.Smith03@qmail.cuny.edu), and then tap Next.
   c. Click in the Server box and enter the server name outlook.office365.com and then tap Next.
   d. Enter your full user name and password (Example: Jane.Smith03@qmail.cuny.edu), and then tap Next.

4. Select the check boxes for the types of items you want to view on your device, and then select Finish.

Please contact the OIT Helpdesk if you have any difficulty setting up your device:
Email: helpdesk@qc.cuny.edu
Phone: 718-997-4444
Location: Dining Hall 151