These instructions have been written for Windows Mobile 6 and above. If your Windows Mobile OS is an older version, some of the steps may be different. If you need help, please contact the Service Desk – servicedesk@abdn.ac.uk

1. Remove the old Account Settings

**Note:** If you have not previously connected your Windows Mobile device to University email, you can skip this step and go straight to step 2.

- Start > Programs > Activesync
- Menu > Options
- Select the Microsoft Exchange connection and tap Delete
- Confirm the deletion when prompted

2. Add your University email Account

- Start > Programs > Activesync
- Menu > Add Server Source
- For your email address, enter youruserid@abdn.ac.uk, e.g. abc123@abdn.ac.uk
- Tap Next
- Enter your username as youruserid@abdn.ac.uk, e.g. abc123@abdn.ac.uk
- For the password, enter your University password
- Tick the Save Password checkbox – if you don’t, you will be prompted for your password each time the device connects
- Tap Next
- The Server address is outlook.office365.com
- Ensure that the Use SSL checkbox is ticked
- Tap Next
- Tap Finish
- Activesync may ask you to confirm your acceptance of the server security policies. Please click OK to continue.
- Your device will then synchronize with the server and your email, contacts and calendar entries will appear over the next few minutes.