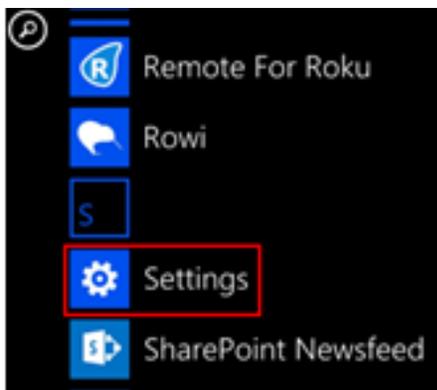


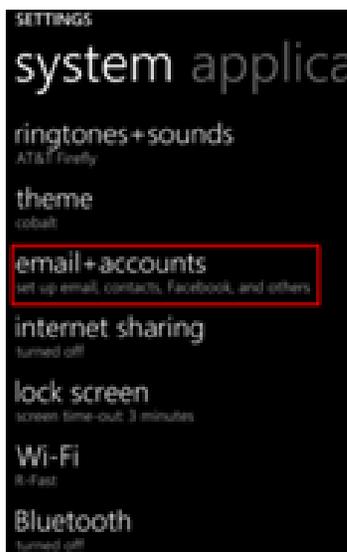


Setting up Microsoft Exchange on a Windows Phone

1.) Locate the Settings option from within your application menu.



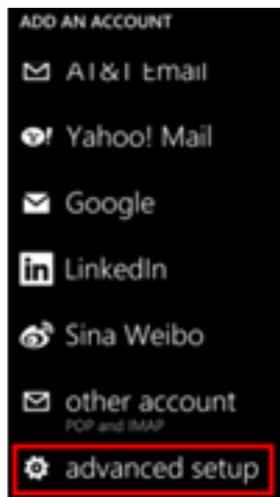
2.) Select **email + accounts**.



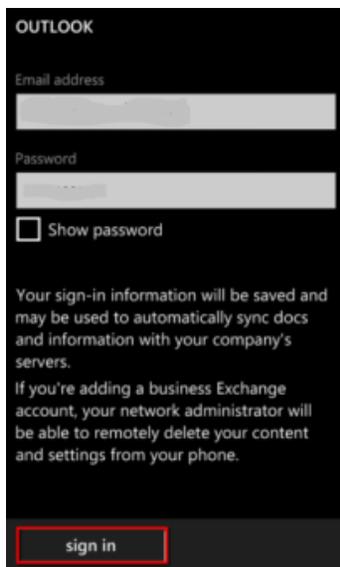
3.) Select **Add an account**.



4.) Select the option for **Advanced Setup**, or select the option for Outlook/Exchange e-mail, if it is available.



5.) Enter your email address, following the format `FirstName.LastName@CambridgeCollege.edu`, enter your password which was previously created for the network, and then press the **sign in** button.



6.) Select **Exchange ActiveSync**.

7.) Type your email address again. Leave the Domain field blank, and type the server name, `owa.cambridgecollege.edu`. Press **Sign In**.



8.) This will have completed the set up of your Exchange e-mail account on your windows phone. There will be a prompt to name your account, then it will appear in your account settings. Please keep in mind that your device will require a password for protection of Cambridge College's information and assets. More details on the electronic communication policy can be found on MyCC's [Resources](#) tab.