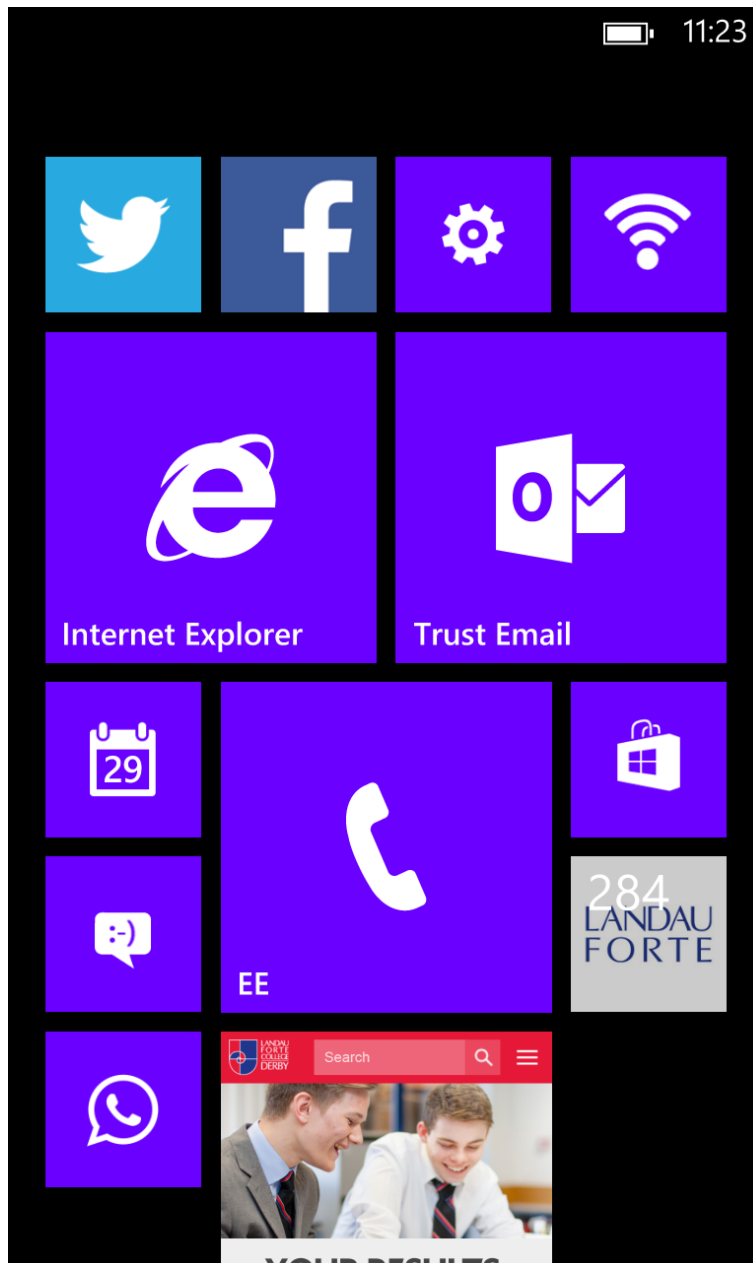


How to configure your email on an Windows Phone

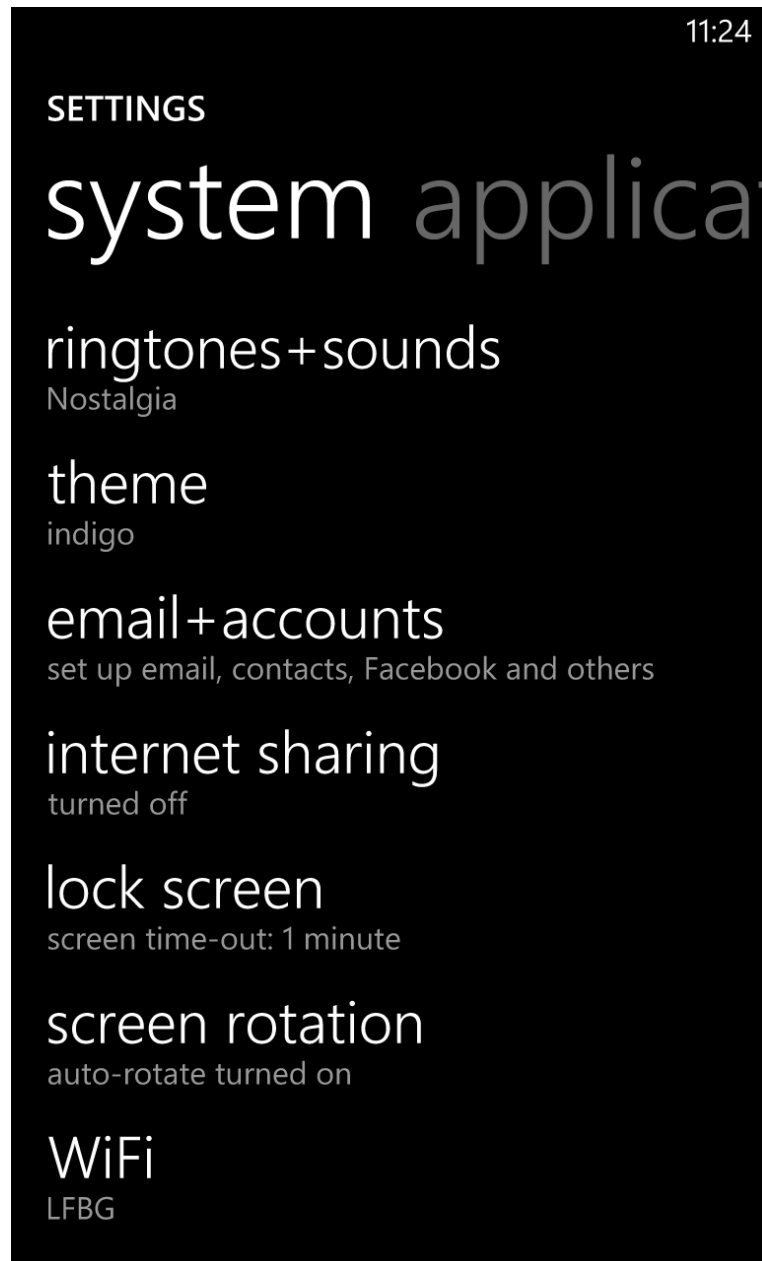
How To Guide



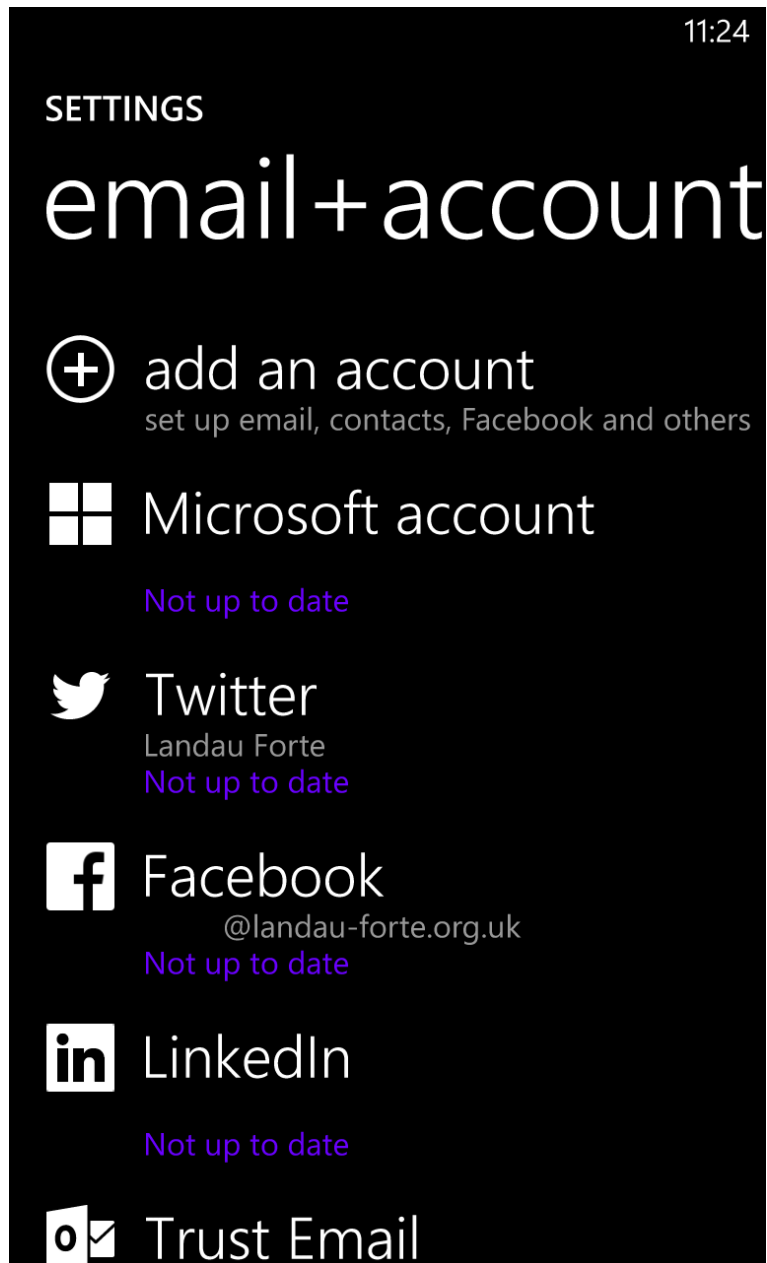
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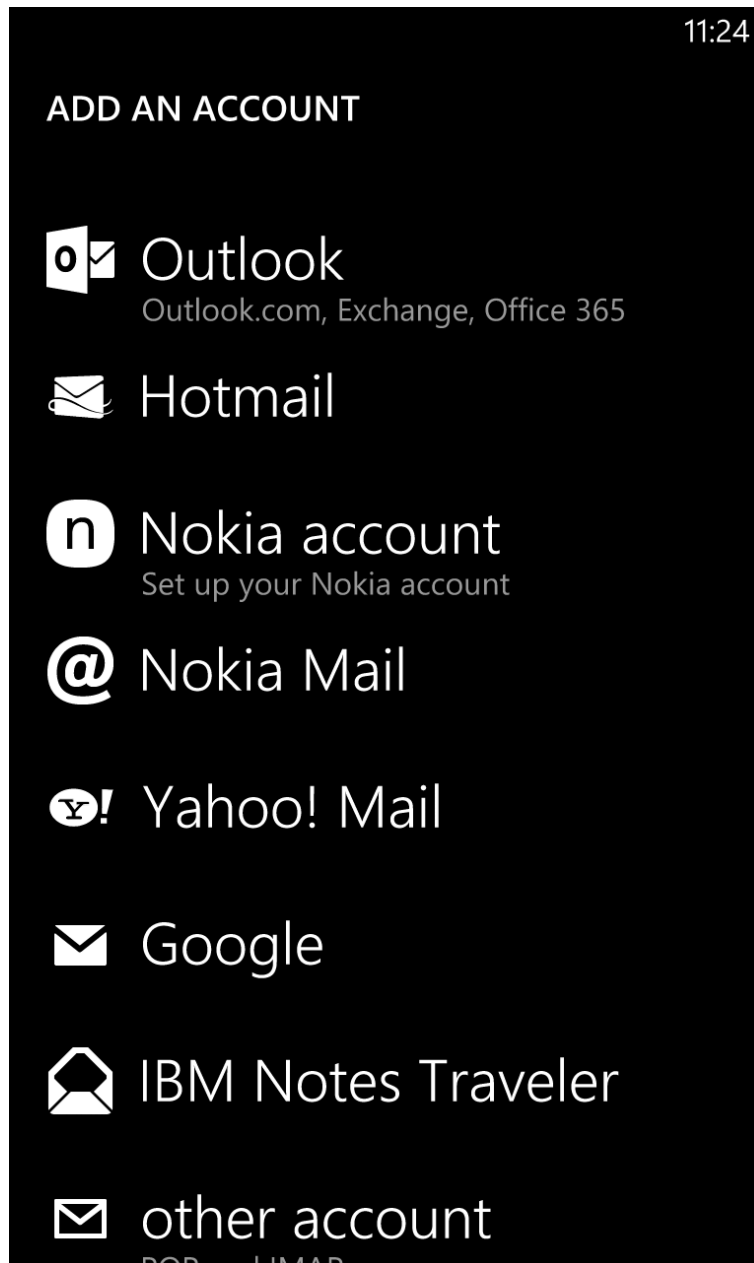
1. On your Windows Phone, go to the **Settings** application.



2. Click on **Email + Accounts** in the menu options.

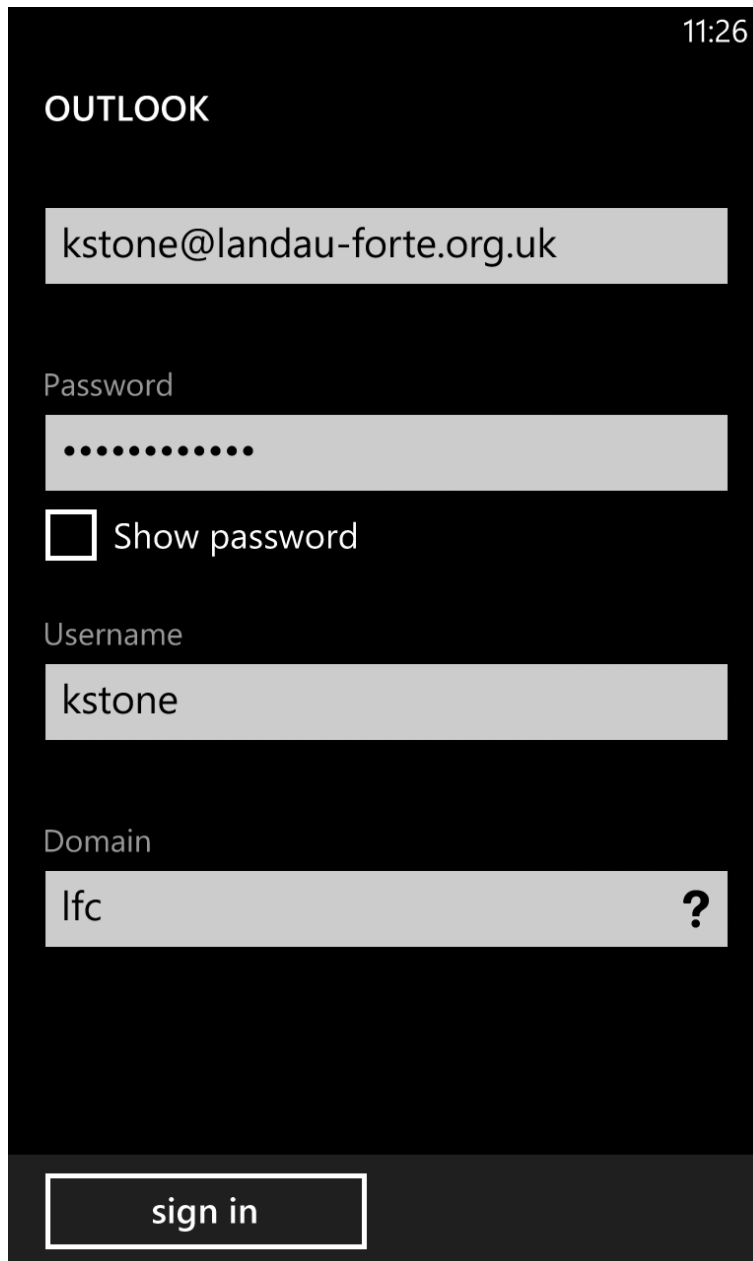


3. Select **Add an Account**.



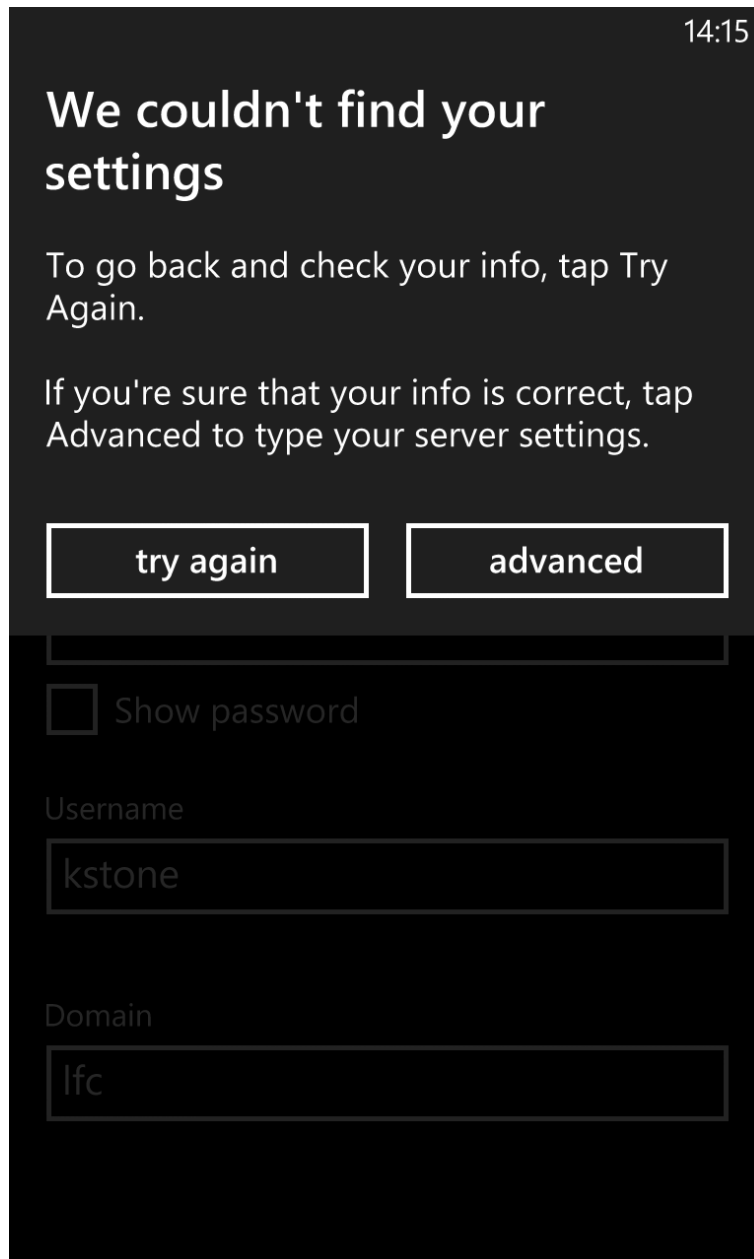
4. Select **Outlook** from the list of available options.

Please note that in some newer versions of Windows Phone, the required option is called **Exchange**.

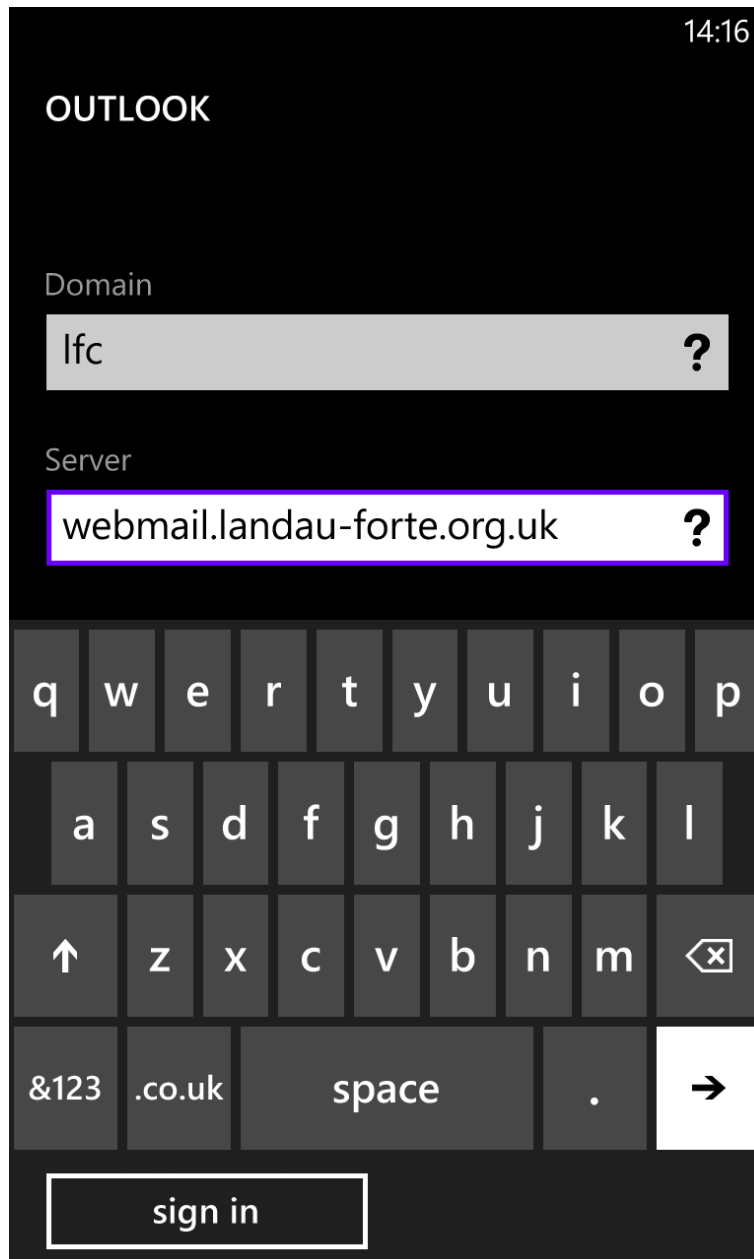
A screenshot of the Outlook mobile application's sign-in screen. The background is black. At the top right, the time "11:26" is displayed. The word "OUTLOOK" is centered at the top in white. Below it, there are four input fields: 1. Email: "kstone@landau-forte.org.uk" 2. Password: A field with ten black dots, with the label "Password" above it. 3. Username: "kstone" with the label "Username" above it. 4. Domain: "lfc" with a question mark icon to its right and the label "Domain" above it. Below the domain field is a "show password" checkbox, which is currently unchecked, with the text "Show password" to its right. At the bottom center, there is a white-outlined button with the text "sign in".

5. You will be asked to enter information to set up the email account. Please use the following information:

Email	USERNAME@landau-forte.org.uk
Password	Your College Password (Case sensitive)
Username	Your College Username (Not Case sensitive)
Domain	lfc

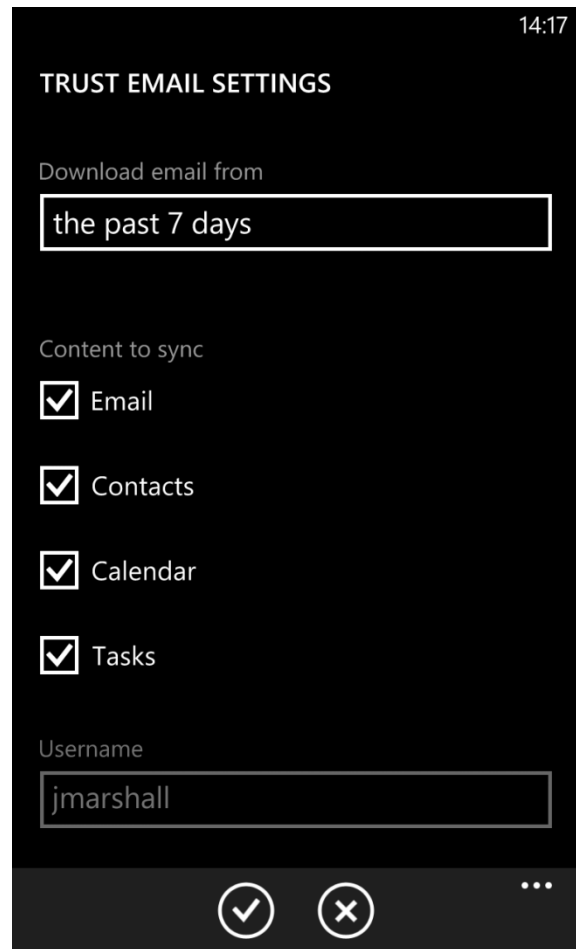
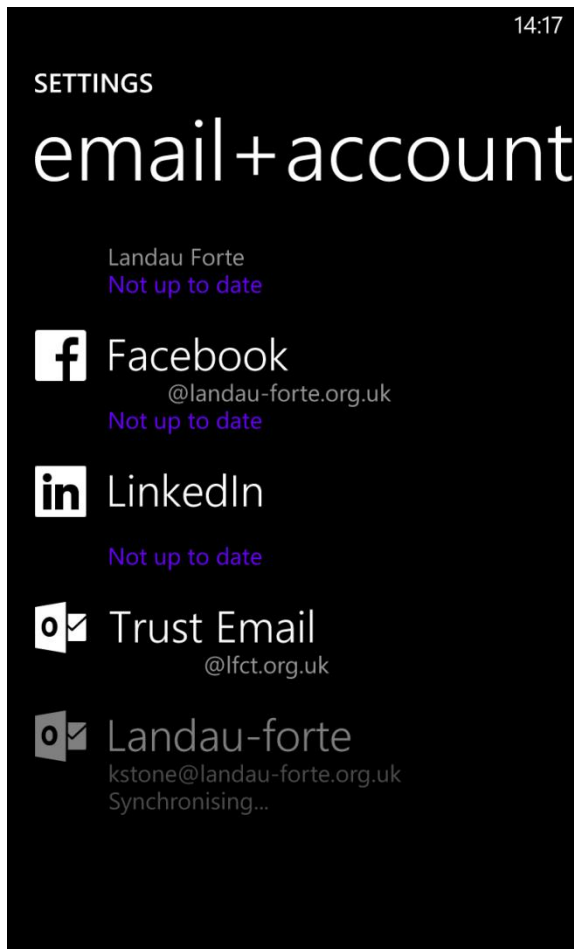


6. You will be met with a pop up box where you will need to go to the **Advanced Settings**.



7. You will now be asked to provide the **Server** details. These are as follows:

Server webmail.landau-forte.org.uk



8. Your account will then begin synchronising. Once completed you can click on the name of the account and select any settings that you desire.