ADDING A UNIVERSITY OF THE CUMBERLANDS EMAIL TO WINDOWS PHONE

1. Go to settings. You can either pull down from the top, then hit “ALL SETTINGS” or sweep to the left on the Start Screen, then find Settings in the App List.

2. Select “email+accounts”
3. Under “email+accounts” select “add an account”

4. Under “ADD AN ACCOUNT” select “Exchange”
5. Under “EXCHANGE”, type your username (typically your first name and last name separated by a “.”) followed by “@ucumberlands.edu” and your password. Then select “sign in”.

![Exchange login screen](image)

Your sign-in information will be saved and may be used to automatically sync docs and information with your company’s servers.

If you’re adding a business Exchange account, your network administrator will be able to remotely delete your content and settings from your phone.
6. Then you should see a confirmation page detailing what services were added, after that, hit “done” and you should be all set. You will then see Ucumberlands show up in the App List, where you can then pin it to the Start Screen.

![ACCOUNT ADDED](image)

**ACCOUNT ADDED**
Here's what we've set up on your phone.

**Outlook**
mail, calendar, contacts

**SharePoint**
OneDrive for Business

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**done**