To set up a Microsoft Exchange account on a Windows 8 phone.

1. On Start, flick left to the App list, tap Settings , and then tap Email + accounts.

2. Tap Add an account > Outlook.

3. Tap the Email address box, and then type your email address.
4. Tap the **Password** box, and then type your password.

5. Tap **Sign in**. If the phone finds your account settings, your email, calendar, and contacts will be synced to your phone.

6. **Settings:**

   - **Server:** owa.uthscsa.edu
   - **Domain:** UTHSCSA

**Set up Exchange email on Windows Phone 7**

1. Swipe right to left to go to the program list.
2. Select **Settings**.
3. Select **email and accounts**.
4. Select **add an account**.
5. Select **Outlook**.
   a. In the **Email Address** field, enter your entire email address, username@uthscsa.edu.
   b. Enter your **Password & Username**.
   c. In the **Domain** field, enter **UTHSCSA**.
   d. In the **Server** field, enter **owa.uthscsa.edu**
   e. Leave all other defaults.
6. Select **sign in**.