

# Syncing Bryn Mawr Email on Windows Phones

If you use a Windows phone and would like to automatically receive your Bryn Mawr College email on your device, this document details using your device to sync with your Bryn Mawr email and calendar. These instructions are written for Windows Phone 7, 7.5, 8, & 8.1. If your device is running other versions, the process may be slightly different. Exact options and wording may vary depending on the device manufacturer and model. If your device options vary greatly from the instructions here, contact the Help Desk for further information.

## Setting Up Syncing

1. From the home screen, open the **App list** and go to **Settings**.
2. In Settings, open **email + accounts**.
3. Do one of the following:
  - If you have Windows Phone 8 or 8.1, select **Add an account > Exchange**
  - If you have Windows Phone 7 or 7.5, select **Add an account > Outlook**
4. Enter your full email address (jsmith@brynmawr.edu) and your regular College password and press **Sign in**. If the phone finds your account settings, your email, calendar, and contacts will be synced to your phone.