Set up email, calendar and contacts

You can connect to your EQ Office 365 mail account on a Windows 7.0 phone. When you set up an account, you’ll be able to access your email, calendar, and contacts as well as from your usual work computer.

From the Windows Home screen

1. Swipe to the right or tap on the right arrow.
2. Tap on Office icon
3. Tap on **Office 365**
4. Tap on **set up**

Office 365
locations
Phone
Office 365
SharePoint
SkyDrive
Set up your Office 365 account on your phone to access your Office documents, email, calendar, and contacts.
5. Tap on **Outlook**
6. Type your EQ Office 365 full email address and password respectively in the **Email address** field and **Password** field
7. Tap **sign in**
8. The EQ Office 365 account details will be validated. Once validated, you will be redirected to the Office screen.

9. Tap the Windows button to return to the Windows home screen.
The following steps will guide you through renaming the account name.

10. Swipe to the right or tap on the right arrow.

11. Tap on Settings
12. Tap on **email + accounts**

13. Your account name will appear as ‘Outlook’. Tap on your account.
14. Change your account name to ‘EQ Email’ in the **Account Name** field.

15. Tap on the **tick** icon to save the settings.

You have now finished the setup of your EQ Office 365 mail account on your Windows 7.0 Phone.

To access your email, follow the next set of instructions below.
The following steps will guide you through accessing your EQ Office 355 email.

1. From the Window Home Screen, swipe to the right or tap on the right arrow.

2. Tap on EQ Email.

*NOTE: if you have not changed your account name, the icon will appear as ‘Outlook’ instead of ‘EQ Email’*