# Windows Phone Engage365 Setup

Below is a step by step walkthrough of adding your CSU email to your Windows Phone. This process enables you to sync your email, calendar and contacts to your phone; you can also select what you would like to sync. If you would like just your email and not your contacts or calendar you do have that ability as well.
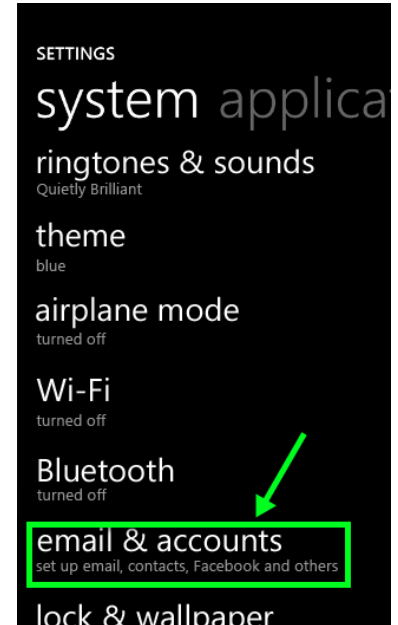
Go to Settings in the Applications Screen
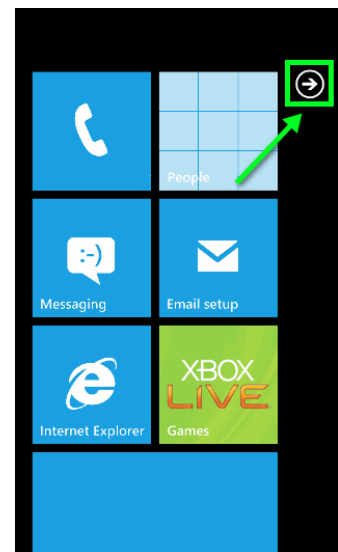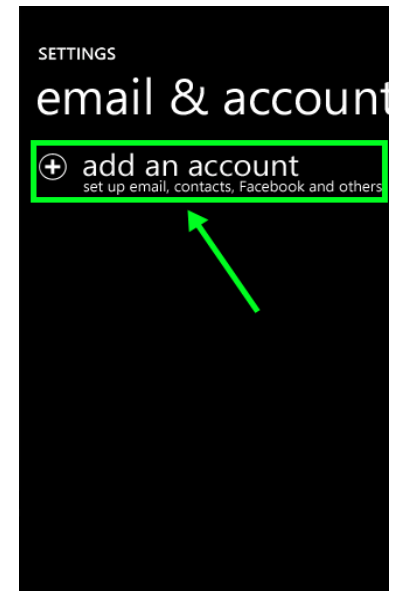
Click on Settings
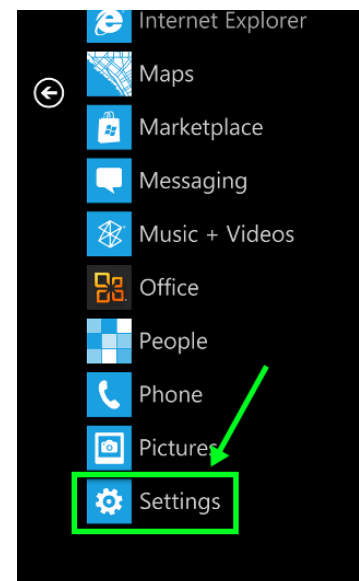
Then click Email & Accounts

Then click the Add an Account Icon.

Enter in your email address, password, and what you would like to name the account under description, and then tap next.

Examples for description are CSU Email, Engage365 or just your email name@csuohio.edu. Then tap next.

Under email enter your email address

- Under Server enter: outlook.office365.com (if asked)
- Leave Domain blank
- Under Username enter your CSU ID # @csuohio.edu
    - 1234567@vikes.csuohio.edu (Student)
    - 1234567@csuohio.edu (Fac & Staff)
- reenter your password
- Tap sign in / next

If you receive a message unable to verify account information retype all your information and hit next again, if you are still have troubles contact the help desk at (216) 687-5050.

Congratulations, your new CSU email has been added, this screen is asking you what do you want on your phone that is in your email, So the contacts that you have on in your email will now be on your phone and vice versa, same with calendars.