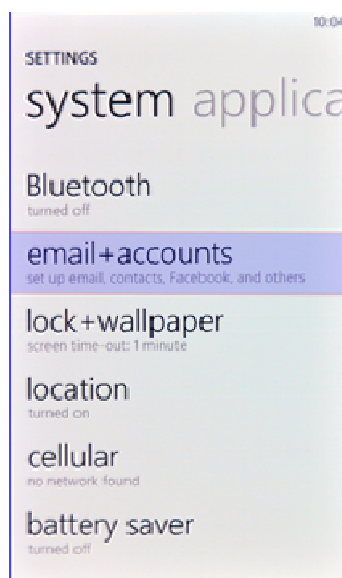


Windows Phone Glow Email setup

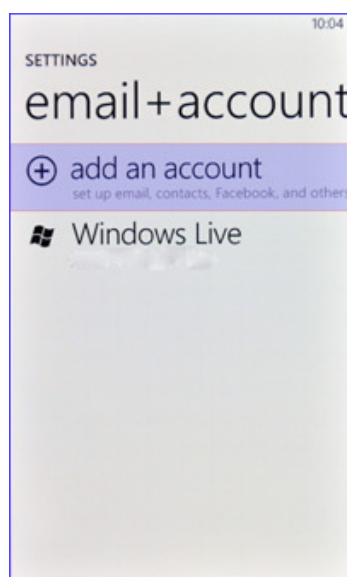
1. ****IMPORTANT****

- If you have not changed your Glow password since January 2013, please do so first.
- Please ensure that you have logged into Glow, opened the Outlook365 tile and set your time zone to “(UTC) Dublin, Edinburgh, Lisbon, London” if prompted. This will complete the configuration of your Outlook account.
- The following day you can proceed with mobile device setup.
- In the interest of security, please ensure your mobile device has a lock screen enabled with a passcode. If it has a “remote wipe” feature, we suggest this is also enabled.

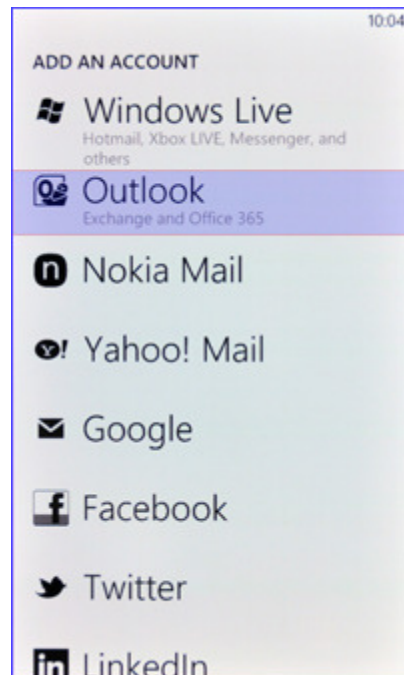
2. On your Windows Phone device, click *Settings*, then *email+accounts*



3. Then *add an account*



4. Choose *Outlook*

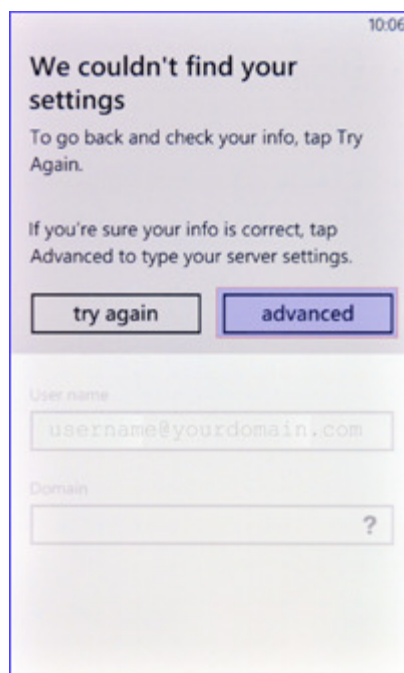


5. Enter the details:

Username: <glowusername>@glow.sch.uk

Password: <yourglowpassword>

6. Click *sign in* and Windows Phone will attempt to configure automatically. If the screen below appears, click on *advanced*



7. Enter the following:

Username: <glowusername>@glow.sch.uk

Domain: glowscotland.onmicrosoft.com

Password: <yourglowpassword>

Server: pod51007.outlook.com

8. Click *Sign in* to verify the settings.
9. Go into *settings*, then *email+accounts* .Click on the new account and check that Email, Contacts, Tasks, and Calendars are set to *Sync*

Your Glow email, Calendar items, and Contacts are now available from your Windows Phone device.