Set up email, calendar and contacts

You can connect to your EQ Office 365 mail account on a Microsoft Surface through the Mail client or Outlook.

Provided are two sets of instructions for connecting your EQ Office 365 mail account on a Microsoft Surface. Depending on your preferred mail client, you will only need to follow one set of instructions. The Surface Mail is suitable for those who want to use basic emailing features, however, Outlook is feature-rich and would be suitable for those who want to use additional features.

The first set of instructions is for connecting your EQ Office 365 mail account through the Surface Email Client and the second set of instructions is for connecting your EQ Office 365 mail account through Outlook.

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.
Mail Settings for Surface Mail Client

Navigate to the Surface Start screen.

1. Tap the Mail icon
2. Move the pointer to the far right of the screen as though it’s moving off the screen, wait until the Vertical Menu bar is displayed.

3. Tap Settings
4. From the **Settings** screen, tap **Accounts**
5. From the **Accounts** screen, tap **Add an account**
6. Tap **Exchange** account
7. Type your EQ Office 365 full email address and password respectively in the **Email address** field and **Password** field.

8. Tap **Connect**
Security features which help to protect school data must be enabled before setup is complete.

9. Tap **Enforce these policies** to enable security features

Congratulations! Your EQ Office 365 account through the Surface Mail client is now created.
Mail Settings for Outlook

Navigate to the Surface Start screen.

1. Tap the Outlook 20XX icon, in this case it's Outlook 2013
The Welcome to Outlook 20XX screen will be displayed

2. Tap Next to continue
On the **Add an Email Account** screen, ‘Yes’ is selected by default, keep this selection.

3. Tap **Next** to continue
On the Add Account screen, keep the default selection on ‘E-Mail Account’ so Outlook can automatically configure your EQ Office 365 email account.

4. Type your first and last name in the Your Name field.

5. Type your EQ Office 365 full email address and password respectively in the Email address field and Password field.

6. Tap Next to continue.
The mail server settings will be verified which may take several minutes

7. Tap **Finish** when this process is complete.

Congratulations! Your EQ Office 365 account is now created.