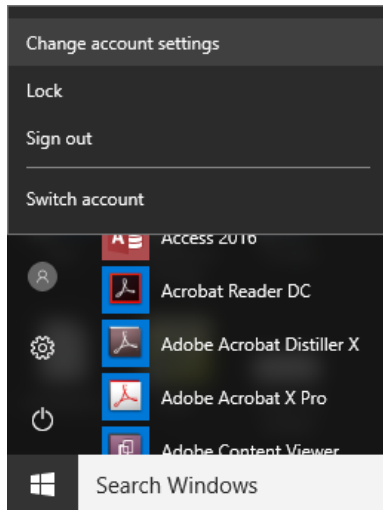


# Setting up your SU email with Windows 10

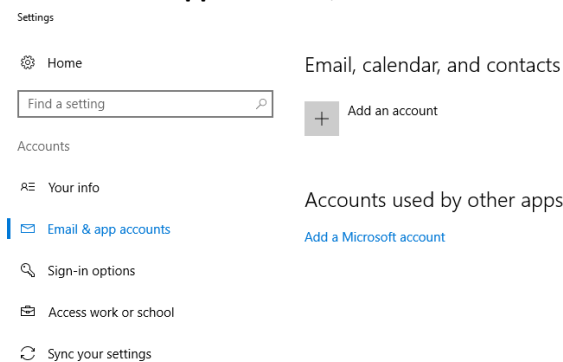
## Using SU Email on a Windows 10 PC or Surface

In Windows 10, to set up your email, you will need to first open the **Start** menu.

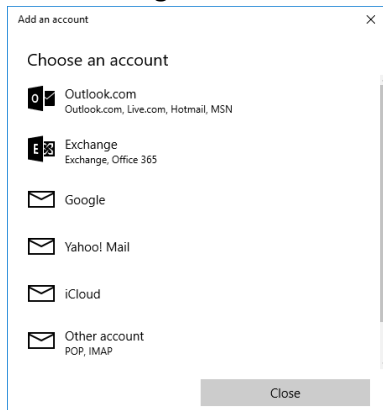
- Click on the **Account** icon, then click **Change account settings**.



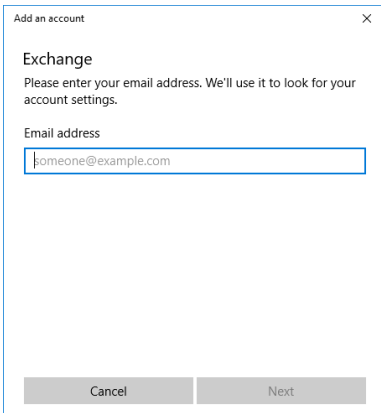
- Click **Email & app accounts**, and then under **Email, calendar, and contacts** click **Add an account**.



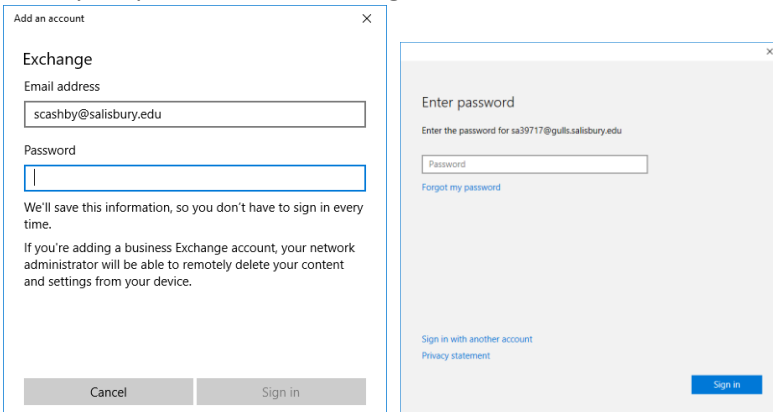
- Click **Exchange**.



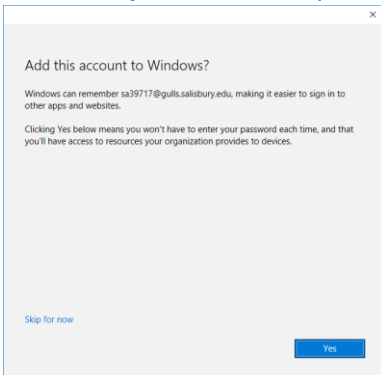
- Enter your SU email address and click **Next**.



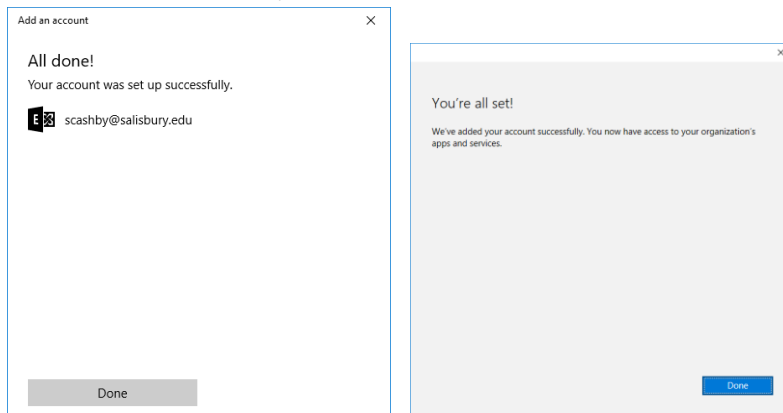
- Enter your password and click **Sign In**.



- You may be asked to add your account to Windows. Click **Yes** to add your account to Windows, or click **Skip for now** to skip.



- On the All done screen, click **Done**.



Note: When your SU password changes or expires, it is important to change the password on your device as soon as possible to avoid getting locked out. To do so, from the **Start Menu**, choose **Accounts** and then **Change account settings**.

- Click **Email & app accounts**.
- Click your email account and click **Manage**.
- Type the correct password in the Password field and then click **Save**.

If changing the password doesn't work, you can also Delete the account from that same page and then add the account again using the steps above.

## Using SU Email on a Windows 10 Phone

Outlook is integrated on Windows 10 phones.

- Open **Outlook Mail**.
- Tap the "...", then **Settings**.
- Tap **Manage Accounts**.
- Tap **Add Account**.
- Tap **Exchange**.
- Enter your SU Email Address and tap **Next**.
- Enter your SU password and tap **Sign In**.