






Setting up email using Outlook on iOS (iPhone) or Android

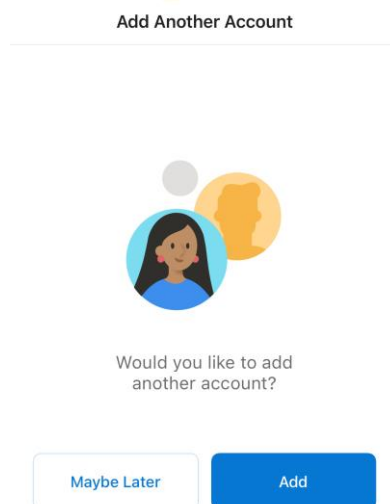
1. Go to either the App Store  (on iOS) or the Google Play Store  (on Android) and download the Microsoft Outlook app

2. Click **Add Account**  If there is no button open the **Menu**  then click **Settings**  and then select **Add Account** and then click **Add Email Account**.

3. Enter your school email address, then click **Continue** (Android) or **Add Account** (iOS)

4. Enter the password for your school email address and then click **Sign In**

5. When offered to add another account select **Maybe Later**



6. Setup is now complete but will take a couple of minutes to sync.