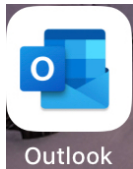
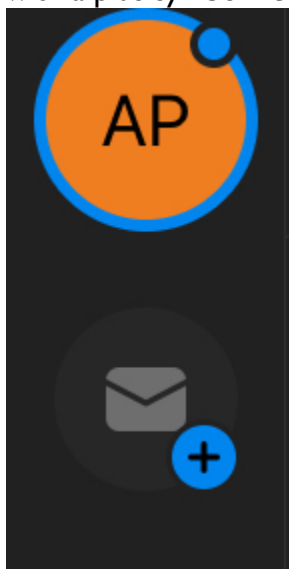


How to set up your school e-mail account on your iOS device

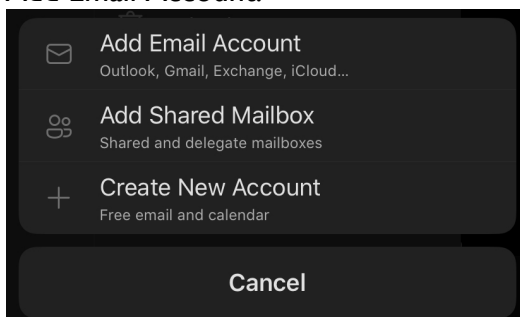
1. Download and install the Microsoft Outlook App for iOS, if you already have this installed skip to the next step.
2. On your iOS device locate and open up the Microsoft Outlook App for iOS (see below)



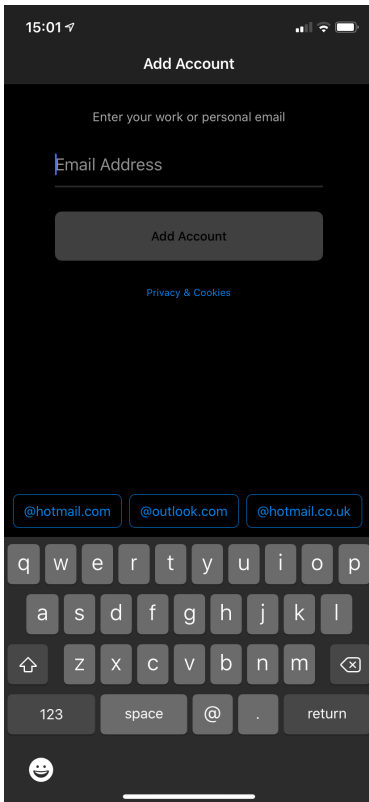
3. If you already use the Microsoft Outlook App on your device, press on the account icon in the top left hand corner of your App and then press on the envelope icon with a plus symbol next to it (see below for example)



A pop up menu will then appear at the bottom of your screen (see below), press on Add Email Account.



Otherwise if you have never used Outlook before on your mobile device, once opened you will then be asked to set up an account (see below).



Once you have performed either of the following above you will be presented with the screen above. Here you can add a new account. Type your school e-mail address in full and then press Add Account (button will turn blue and clickable when e-mail account is typed in)

4. You will then be prompted to Authenticate your logon request (see below).

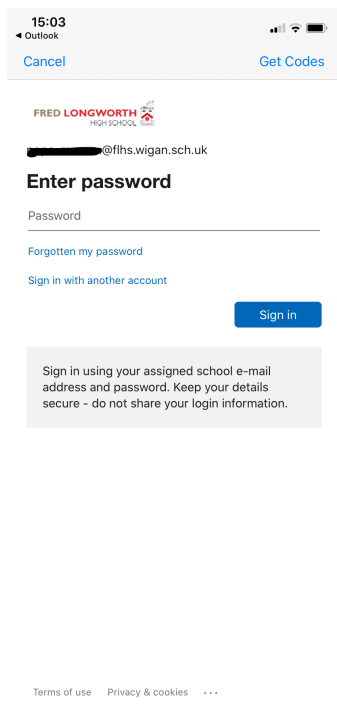


Please Authenticate
Please go to the Authenticator app to continue.

[Open Authenticator](#)

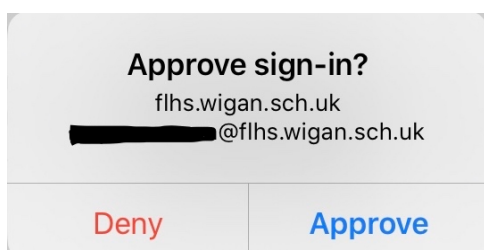
If you are using the Authenticator App as your preferred method of authenticating logon requests, click the button Open Authenticator.

5. After a few moments you will then be displayed with the following screen prompting you to enter the password for your e-mail account (see below).



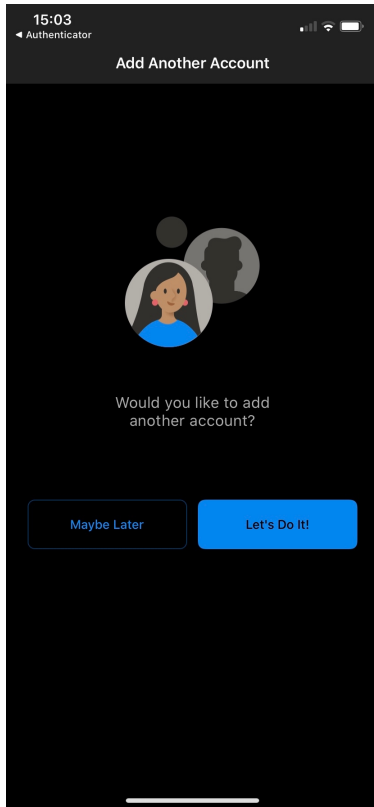
Enter your password and then press on the Sign in button.

6. Once your password has successfully been entered you will then receive a prompt (like the one below) asking you to approve the sign-in request.



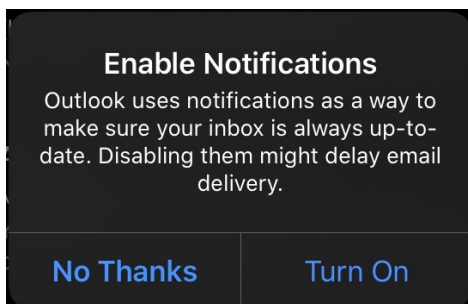
Press Approve to continue.

7. You will then be displayed with the following screen asking if you would like to set up another account (see below).



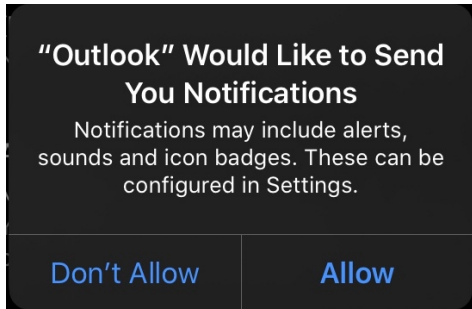
Press Maybe Later.

8. You will then receive a prompt (like the one below, see next page) asking if you would like to enable notifications.



This is the Outlook App asking if you would like to be alerted when you get a new e-mail message delivered to the App on your mobile device. If you wish to receive notifications press Turn On, if you don't press No Thanks.

9. You will receive another prompt (like the one below) asking if you would like to enable notifications.



This is the Outlook App asking if you would like to be alerted when you get a new e-mail message delivered to the App on your mobile device. If you wish to receive notifications press Allow, if you don't press Don't Allow.

10. You will now be presented with your e-mail inbox for your school e-mail account. Your school e-mail has now been successfully set up on your iOS device.