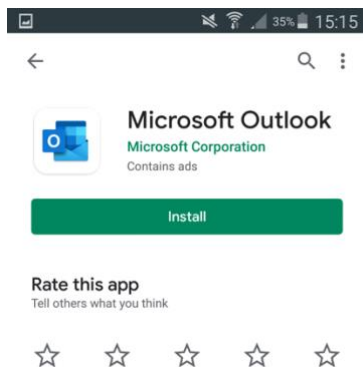


How to add your school e-mail address to your android device

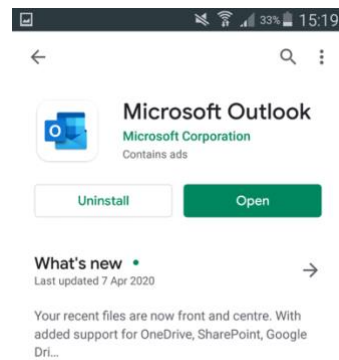
To begin with you need to ensure you have the Microsoft Outlook app installed on your phone

To do this you need to open the “**Play Store**” app on your phone

1) Search for the **Microsoft Outlook** app and click Install



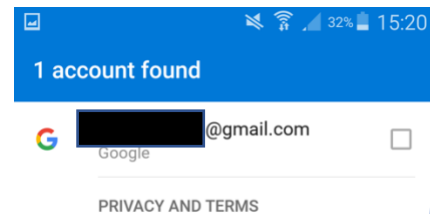
2) Once installed click on **Open**



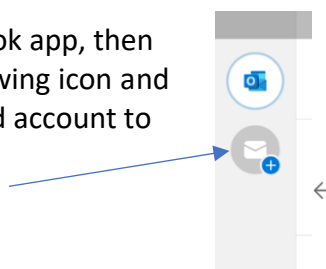
3) Click **Get Started**



4) If this is the first time you have used the app, you will be prompted with the following screen click **SKIP**



5) If you do already use the outlook app, then you will need to click on the following icon and this will allow you to add a second account to the app



Type your school e-mail address, this will always be in the following format:
schoolusername@flhs.wigan.sch.uk



Enter your work or personal email address.

PRIVACY AND TERMS



CONTINUE >

Click on **CONTINUE**, you will now be required to enter your e-mail password, which is the same password you use to log onto the school PC's on the curriculum network

note: this may be different if you are primarily based on an admin workstation



←

Enter password

.....

[Forgotten my password](#)

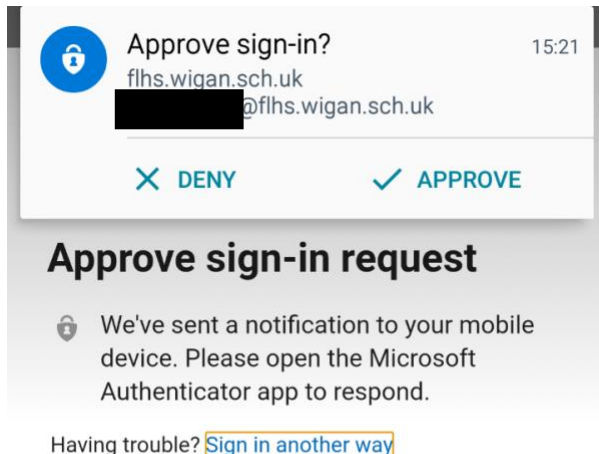
[Sign in with another account](#)

Sign in

Once you click on **Sign In**, you will now be requested to **Approve sign-in**

Note: you should have already set this up when you were first issued your e-mail account, so depending upon your chosen method of authentication you will need to accept the notification.

In this example my method of authentication is through the **Microsoft Authenticator** app, so I receive a notification requesting approval to complete the setup of my account.



To complete the configuration, you will be asked to **ACTIVATE** a device administrator to ensure security requirements have been met , click on **ACTIVATE**



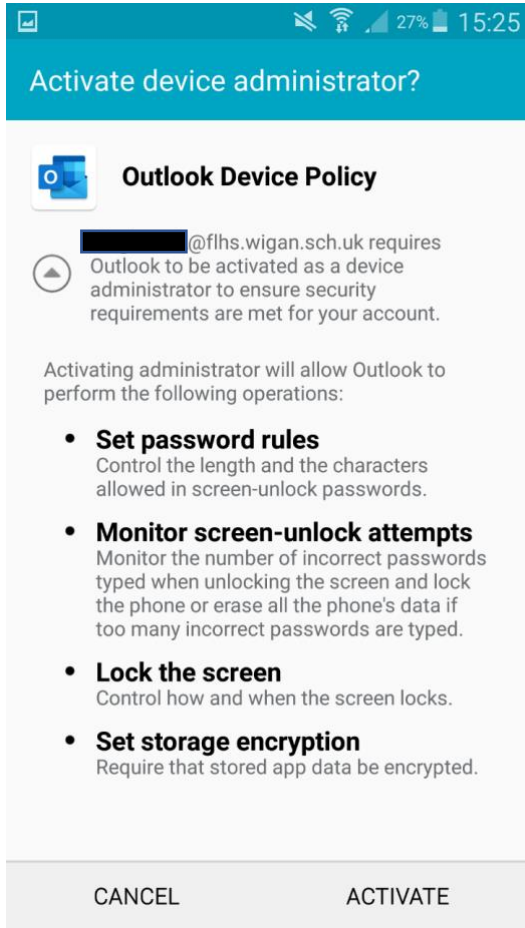
Activate device administrator

[REDACTED]@flhs.wigan.sch.uk requires Outlook to be activated as a device administrator to ensure security requirements are met for your account.

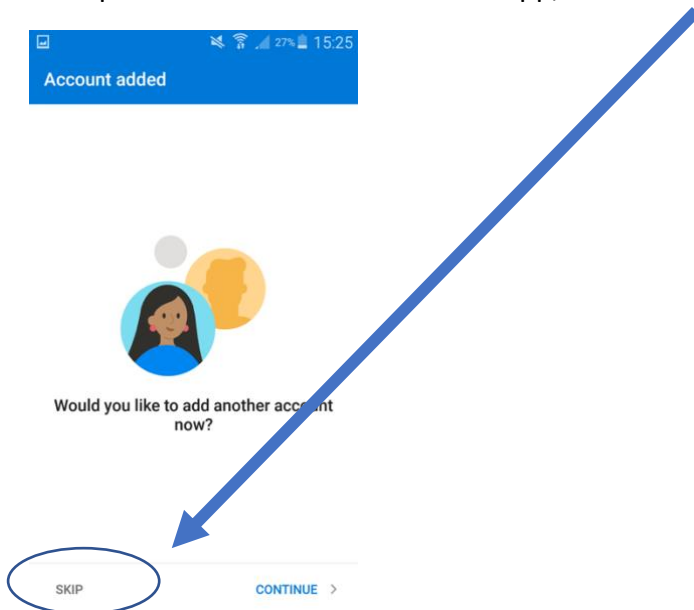
ACTIVATE

[REMOVE ACCOUNT](#)

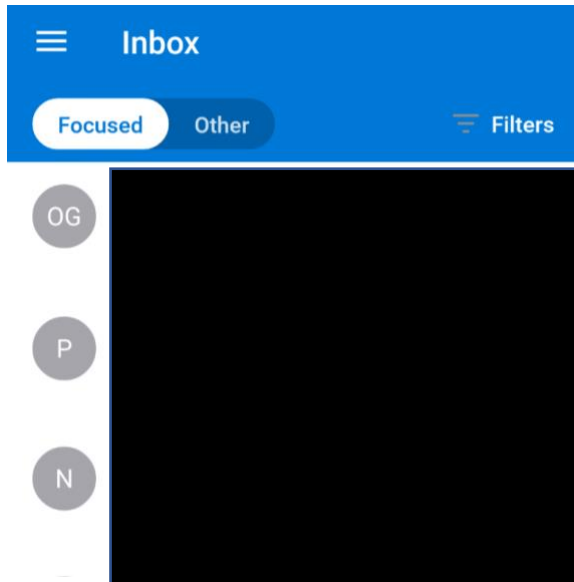
At the next screen, click on **ACTIVATE** again to implement these security settings



You have now successfully added your account and at this stage unless you want to add your own personal e-mail account to the app, click on **SKIP**

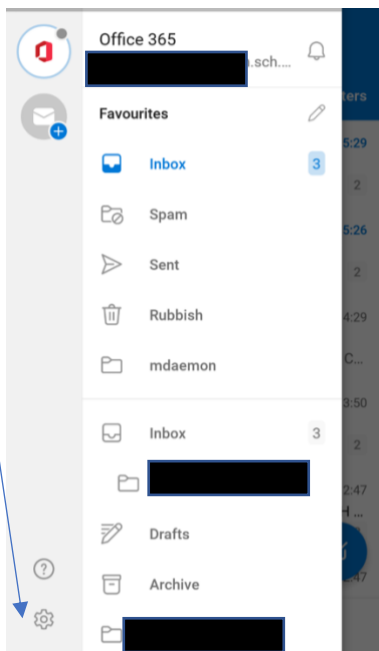


You will now have access to your inbox:

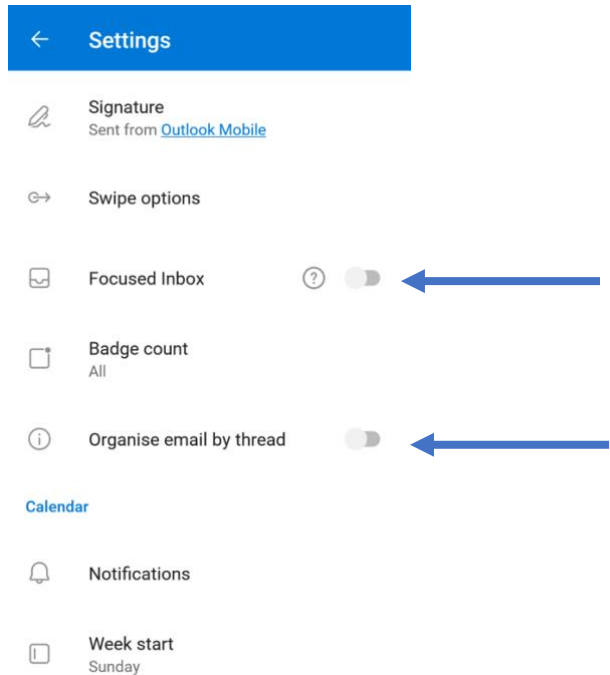


Clicking on the three horizontal lines allows you to access the settings for your e-mail account.

Within this section you can configure things such as, how you want your e-mails to be organised and also it allows you to remove the account from your device should you wish to do so. To access these settings, from the left hand menu you need to click on the following icon



Within settings you now have the following options which you can configure to your choice:
note: you have to ensure you scroll to the bottom of the page to find these settings



You can enable these features by clicking on the toggle and see which options you prefer

Removing your account from your device:

If you wish to do this, you need to click on your e-mail account, which will then allow you to delete your account, you will need to repeat this for your one drive account as well

