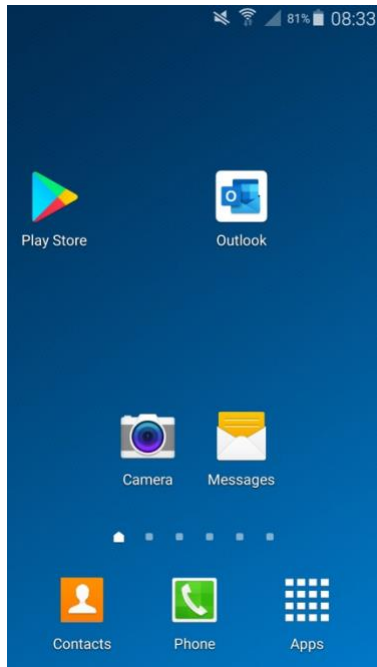


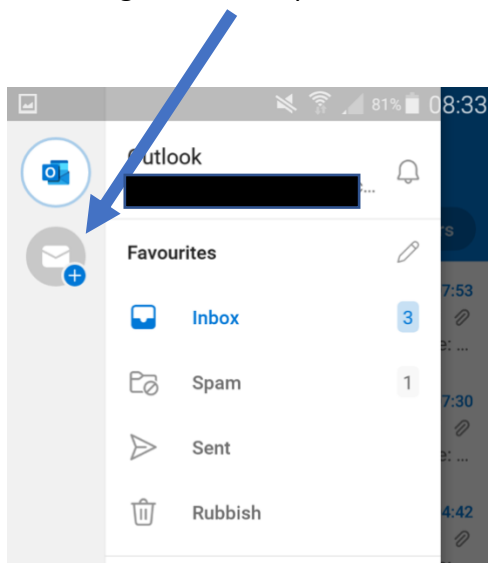
Setting up Student E-Mails on an Android Device

- 1) Download the Microsoft Outlook App from the Google Play Store



- 2) Once you have the app installed on your device, open up the application

Note: you may already have an e-mail account setup, so in this instance you need to click on the following icon to setup a new account



3) If you have never used the app before you will be prompted with the following screen, choose **GET STARTED**

Microsoft

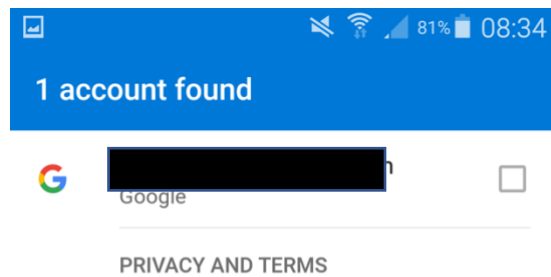


Outlook

A better way to manage your email.

GET STARTED

4) Untick the check box and select **SKIP**



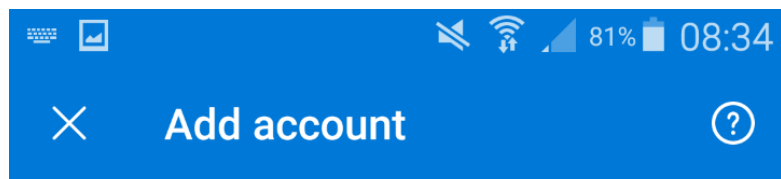
SKIP >

5) You now need to enter your school e-mail account, this is in the following format:

username@flhs.wigan.sch.uk

so if your username on the school network is : **19JoeBlo**

You would type: **19joeblo@flhs.wigan.sch.uk**



Enter your work or personal email address.

Email address

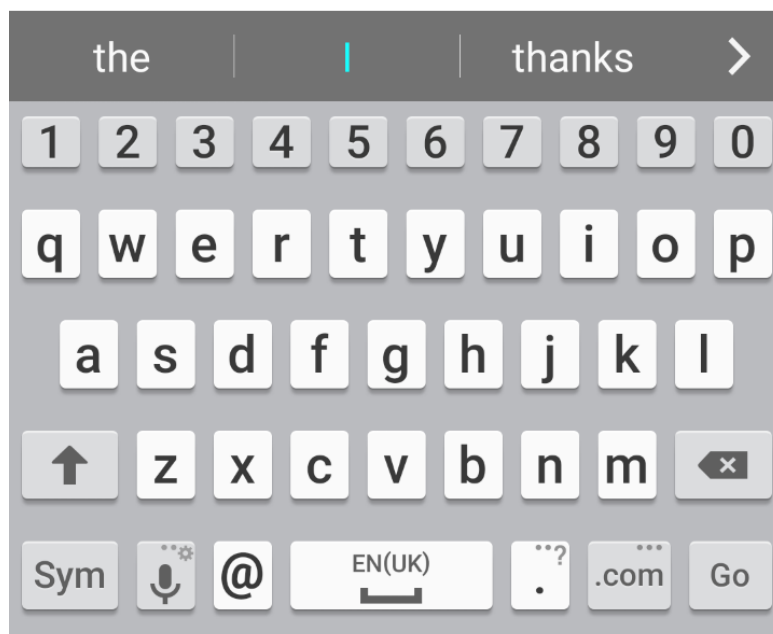
@outlook.com

@hotmail.co.uk

@nhs.

PRIVACY AND TERMS

CONTINUE >



6) Once you have typed in your school e-mail address, choose **CONTINUE**

81% 08:34

× Add account ?

Enter your work or personal email address.

19test@flhs.wigan.sch.uk

@outlook.com @hotmail.co.uk @nhs.

PRIVACY AND TERMS CONTINUE >

19test@flhs.wigan.sch.uk

1 2 3 4 5 6 7 8 9 0

7) And in the following screen enter your password that you log onto the school computers with, and choose **Sign In**

80% 08:34

FRED LONGWORTH HIGH SCHOOL

← 19test@flhs.wigan.sch.uk

Enter password

.....

Forgotten my password

Sign in with another account

Sign in

Sign in using your assigned school e

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

8) You will now be asked to Activate device administrator, choose **ACTIVATE**



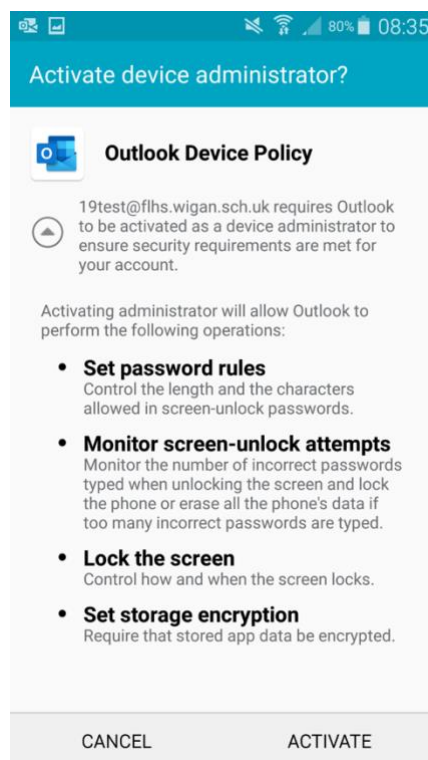
Activate device administrator

19test@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

9) And again in the following screen choose **ACTIVATE** again



10) You will now be asked whether you would like to add another account, choose **SKIP**

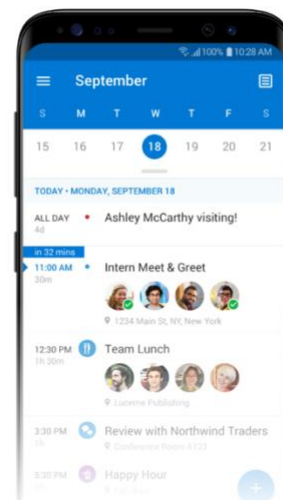
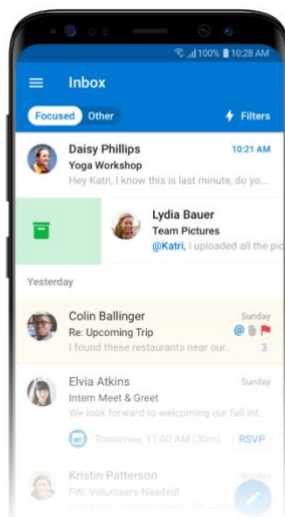


Would you like to add another account now?

SKIP

CONTINUE >

11) Your account will now be setup, and in the following screen you can either swipe through the following screens, which gives you an overview of features of the app or click **SKIP** to go straight to your e-mails



Focused Inbox

We've put your most important, actionable emails here.

SKIP



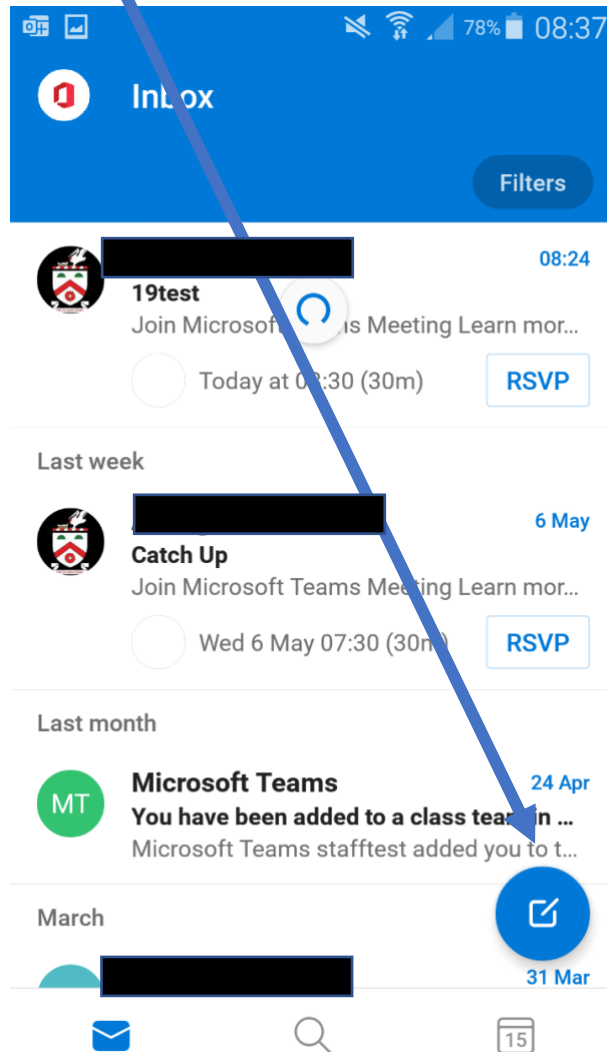
Calendar

All of your events are a tap away in the calendar.

SKIP

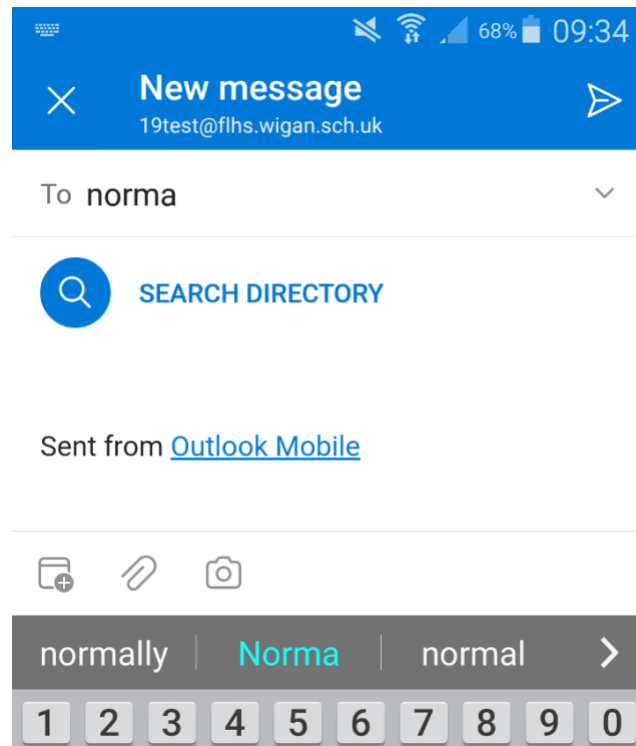


12) Your school e-mails are now setup, and by clicking on the following icon you can now start to send e-mails

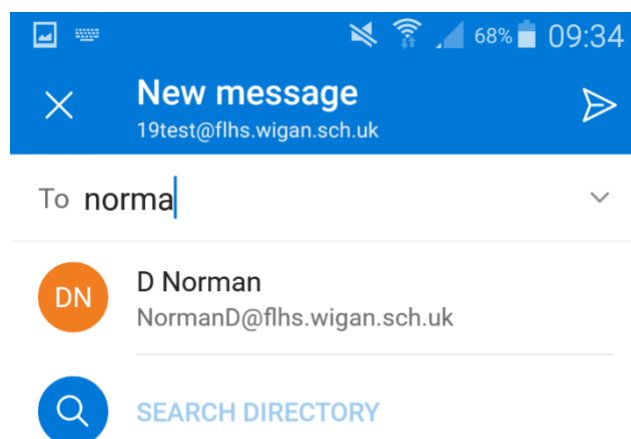


How to e-mail your teacher using your mobile app you have just installed

- 1) If you wish to e-mail a teacher, by typing the teachers surname we can find their e-mail account. If you now type the start of their surname in the “TO” field we can then click on **SEARCH DIRECTORY**



- 2) This will now return the member of staff's full e-mail account, and by selecting the e-mail address you can now send them an e-mail, which is useful if you require help with a homework you may have been set.



Once you have typed your message click here to send the e-mail