

## Setup District E-mail on iPhone/iPad Device

\*\*Before you begin step one please make sure your wifi is turned on and connected.

1. On your device, open the App Store and search for the Microsoft Outlook app.



2. In the results, click the **GET** icon next to the Microsoft Outlook app.





3. The app will install. Click **OPEN** if the app does not start automatically.



On the next screen, enter your full email address, then click Add Account.





4. Enter your domain password. This is the password you use to access your district computer. Click **Sign in**.

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5. You can choose to add another account. Click **Maybe Later** if you do not want to add another account.





6. Go through the information pages, or click **SKIP** to bypass the tutorial. Enable Notifications if you want. Your mailbox will populate with your messages.

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7. The Microsoft Outlook app icon will be available.

