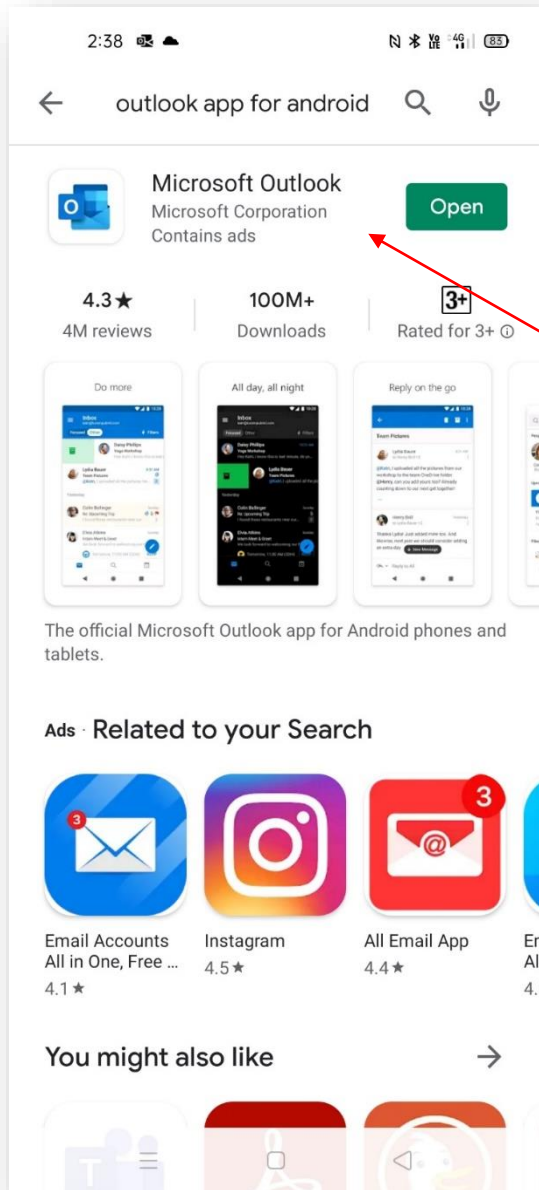




# Outlook



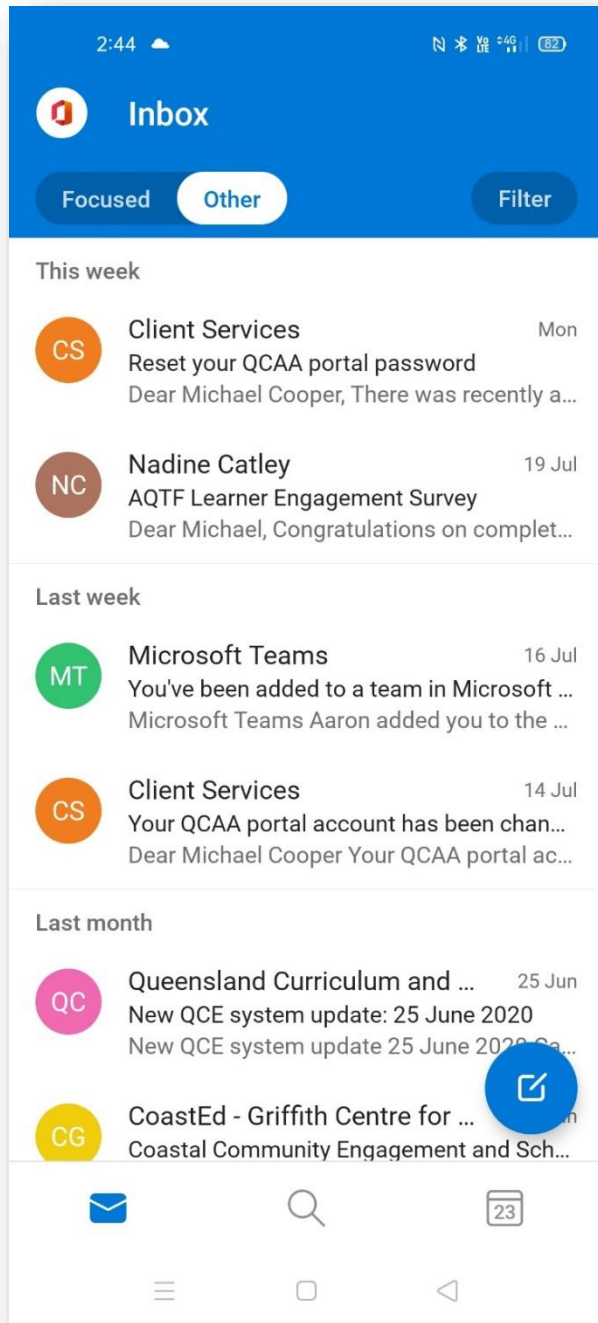
Open your phones app store.

This will be the Play Store for android users or the App Store on an Apple iPhone.

Search for the Outlook app.

It will show up like the example to the left.

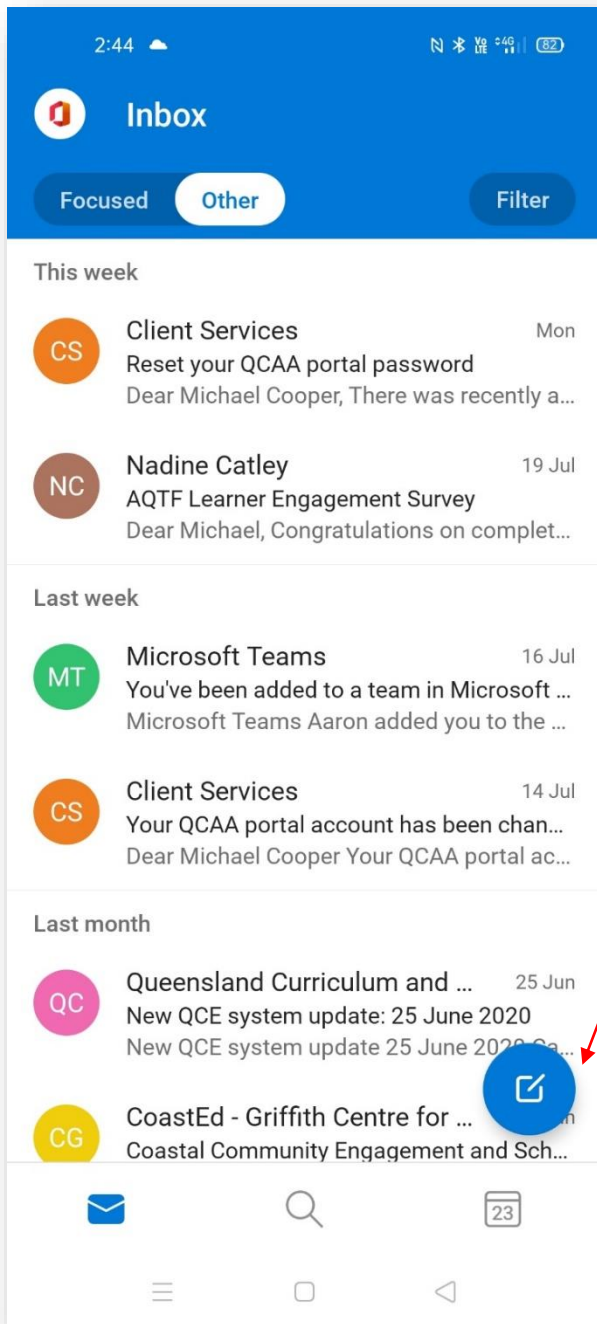
Download app.



When you open *Outlook* for the first time you will be required to enter your school email address and normal school password.

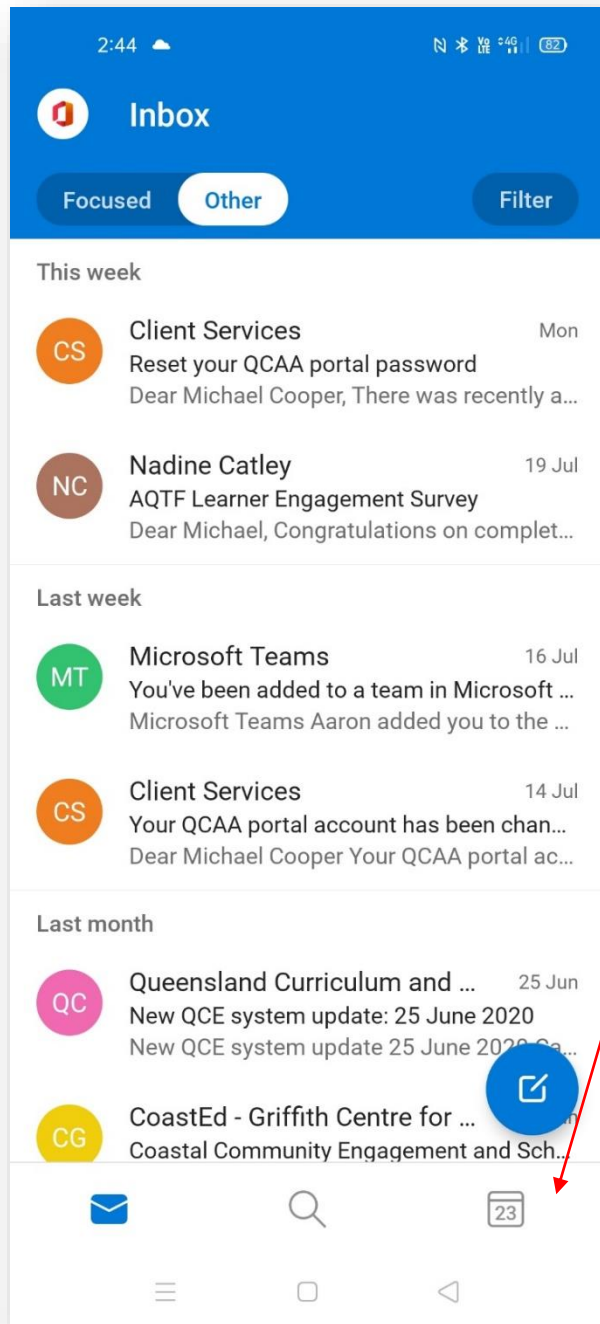
You should only have to do this once, *Outlook* will remember your details so you won't need to do it again.

Once your login details have been entered you will be able to see all of your emails.



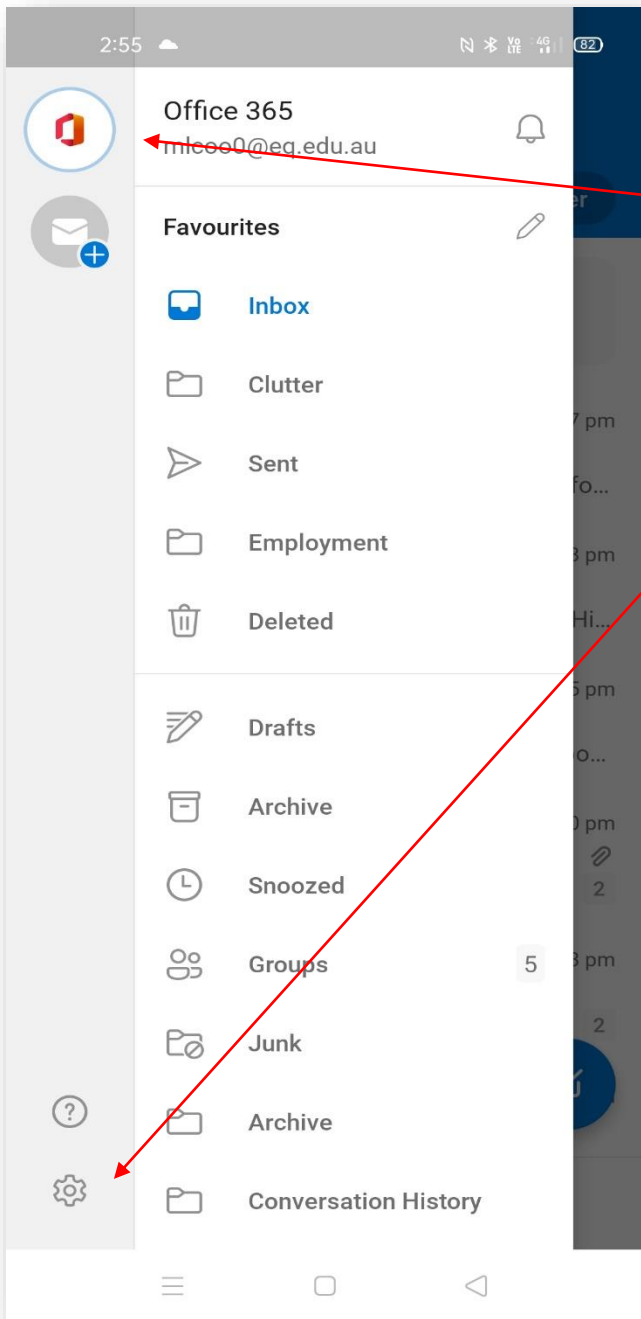
From the main screen you can complete a number of tasks.

If you want to create and send a new email you can select the blue circle in the bottom right hand corner to start a new email.



From the main screen you can also check your calendar.

You can do this by clicking on the calendar button in the bottom right hand corner of the screen.



If you want to change any of the settings in the *Outlook* app or view your sent, drafts or deleted folders you can access these by clicking on the Office symbol in the top left hand corner.

The settings button is located in the bottom left hand corner of the screen.