#### CELL PHONE – IPHONE OUTLOOK APP INSTRUCTIONS

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# Install the Microsoft Outlook App

Download the Microsoft Outlook App from the App Store <u>https://apps.apple.com/us/app/microsoft-outlook/id951937596</u>) or by searching for **Microsoft Outlook** in the App Store.

Once Outlook is installed open the app and do the following:

1. Enter your SD68 email address then select Add Account.

12:09	. il 🗢
	Add Account
En	ter your work or personal email
	@sd68.bc.ca
	Add Account
	Create New Account
88 S	an in using the QR code on your computer
	And A

No SIM © 1:35 PM © Cancel

2. Enter your SD68 password <sup>①</sup> Office 365



3. When prompted to Add Another Account select Maybe Later.



### Add your SD68 email address to the Outlook App

1. Open the Outlook app, Swipe Right or Select your Account on the top left and the Settings cog at the bottom left of the screen.



2. Select Add Mail Account then select Add Email Account.



3. Enter your SD68 email address then select Add Account.



4. Enter your SD68 password. When prompted to Add Another Account select Maybe Later.

Office 365	Add Another Account
Microsoft	
@sd68.bc.ca	
Enter password	
Password	
Forgot my password	Would you like to add
Cine is with eacther ecount	another account?

## Add a Shared Mailbox

1. Open the Outlook app, Swipe Right or Select your Account on the top left and the Settings cog at the bottom left of the screen.



2. Select Add Mail Account then select Add Shared Mailbox



3. Type the name of shared mailbox and select Add Shared Mailbox



4. Both the email account and Shared Mailbox can be accessed in Outlook now.



#### Remove your Email Account

1. Open the Outlook app, Swipe Right or Select your Account on the top left and the Settings cog at the bottom left of the screen.



 Select your SD68 email account then scroll down and select Delete Account > Delete (Delete from this device?)

		C Office 365		
		Info		
		Email	¢sd68.bc.ca	1
		Description	⊉sd68.bc.ca	1
		Account Settings		
		Suggested Replies		
× Settings		Automatic Replies	OFF 2	
		Block External Images ③	0	
General		Save Contacts ③	0	
Help & Feedback	>	Security		Sync issues? Try resetting your account.
I		Report Messages	Ask 2	Delete account from this device?
Set Default Mail App		Online Meetings Add online meeting to all meetin	93	Delete
Mail Accounts	Edit	Sync issues? Try rese	etting your account.	
Office 365		Reset A	ccount	Cancel
@sd68.bc.ca	>	Delete A	ccount	

## Change your SD68 password

To change your SD68 password, remove your email account from the Outlook App and add your SD68 email address to the Outlook App again.

You will be prompted for your password when you add the account and can enter your new password.