

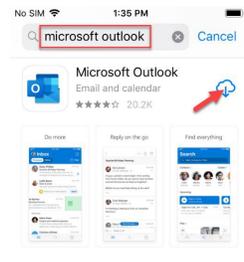
CELL PHONE – IPHONE OUTLOOK APP INSTRUCTIONS

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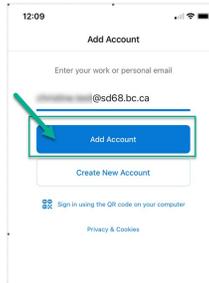
Install the Microsoft Outlook App

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



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

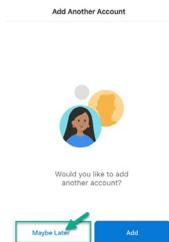
1. Enter your **SD68 email address** then select **Add Account**.



2. Enter your **SD68 password**

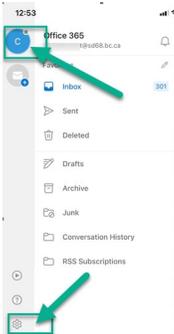


3. When prompted to Add Another Account select **Maybe Later**.

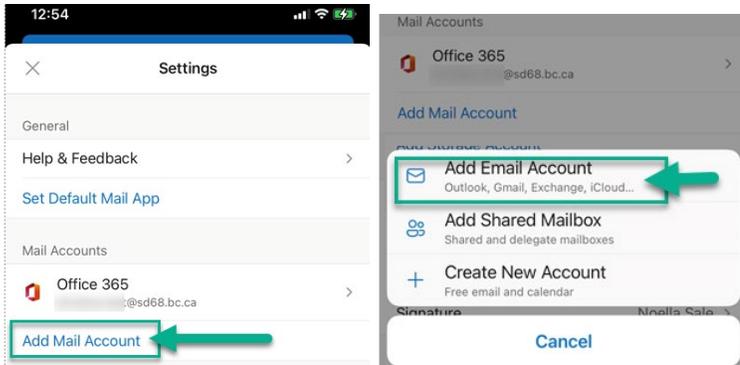


Add your SD68 email address to the Outlook App

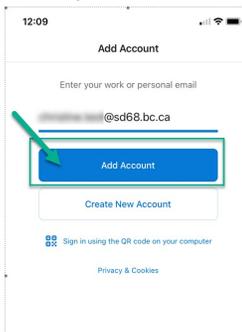
1. Open the Outlook app, **Swipe Right** or **Select** your Account on the top left and the **Settings** cog at the bottom left of the screen.



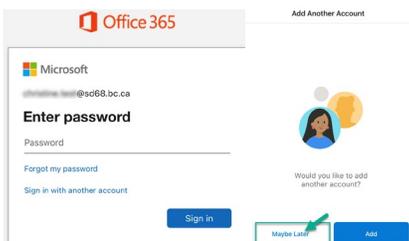
2. Select **Add Mail Account** then select **Add Email Account**.



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

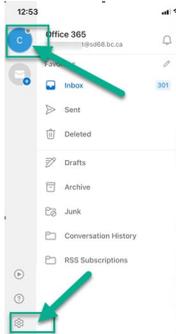


4. Enter your **SD68** password. When prompted to Add Another Account select **Maybe Later**.

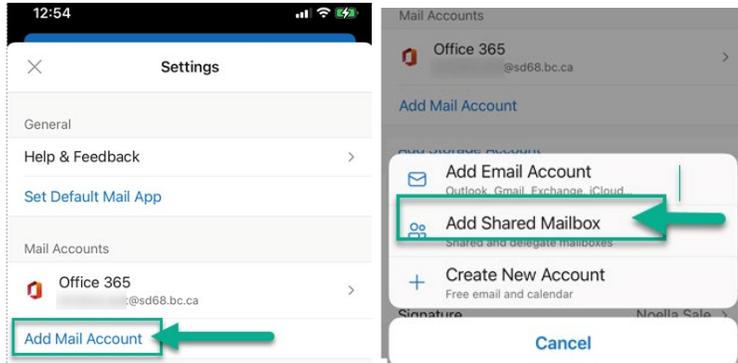


Add a Shared Mailbox

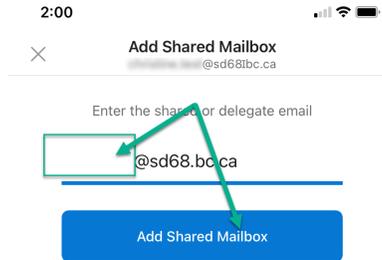
1. Open the Outlook app, **Swipe Right** or **Select** your Account on the top left and the **Settings** cog at the bottom left of the screen.



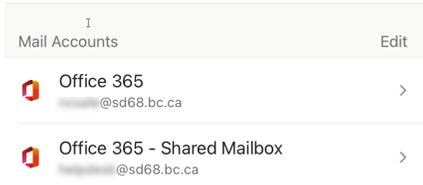
2. Select **Add Mail Account** then select **Add Shared Mailbox**



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

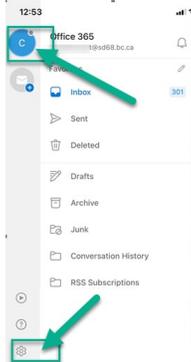


4. Both the email account and Shared Mailbox can be accessed in Outlook now.

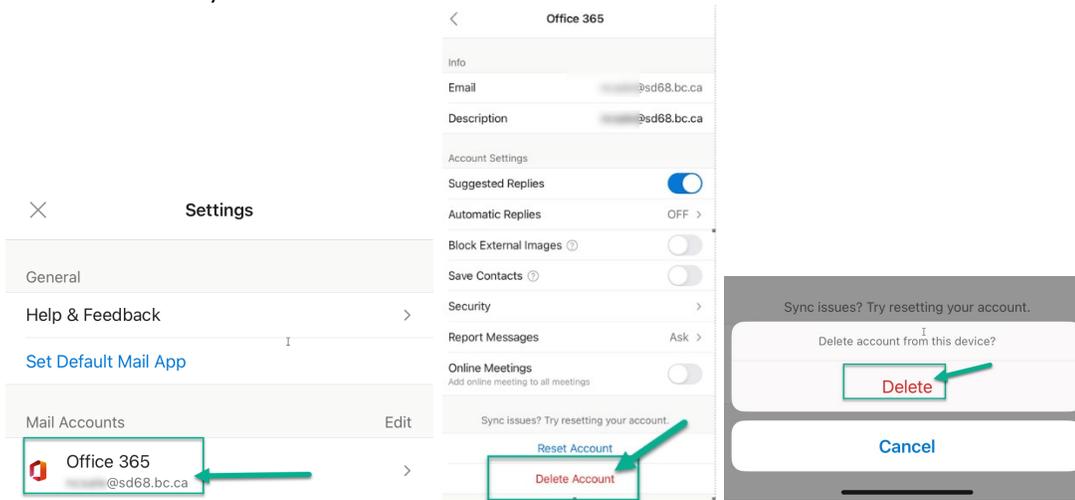


Remove your Email Account

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.



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



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.