# Outlook iPhone App Configuration

Below are instructions for setting up your SD68 email account with the Microsoft Outlook iPhone app. There are two different ways that this is done depending on if you already have Outlook set up on your phone or if you're setting it up for the first time. If you're setting up Outlook on your phone for the first time please refer to the Fresh Installation section. If you already have Outlook set up and are just adding your SD68 account to the app please refer to the Pre-Existing Installation section. If you would like to remove your SD68 email from the Outlook app, please see the Removing Your Email Account section.

Fresh Installation

Before we can proceed with setting up SD68 email account with the Outlook app you will first need to download the app from the App Store. The app can be found at this link here (https://apps.apple.com/us/app/microsoft-outlook/id951937596) or by searching for **Microsoft Outlook** in the App Store.
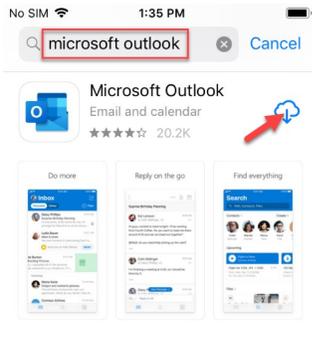
Once Outlook is installed please open the app and proceed with the following instructions:
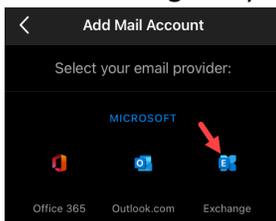
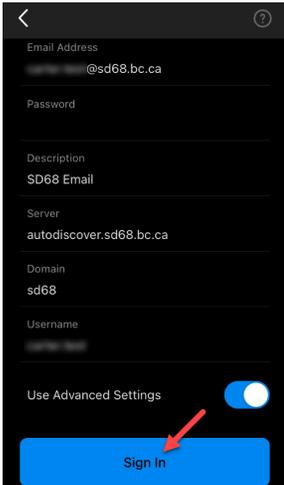1. Enter your SD68 email address then press **Add Account**.

2. Press **Not Office 365** in the top right of the screen then select **Change Account Provider**.

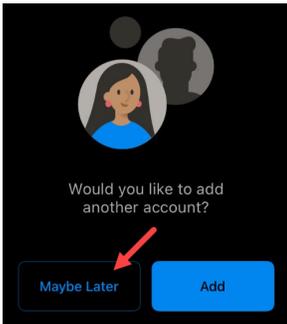3. Select **Exchange** for your email provider.

4. Enter the following values in to the appropriate fields then press **Sign In**.
    Email Address: *(enter your SD68 email address here)*
    Password: *(enter your SD68 email password here)*
    Description: *(this is a custom field and you can enter whatever you'd like here)*
    Server: autodiscover.sd68.bc.ca
    Domain: sd68
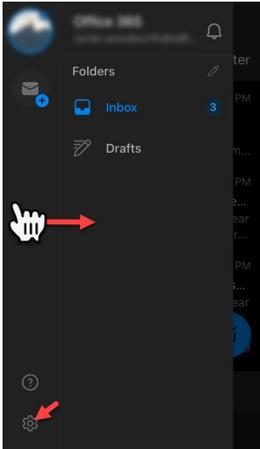   **Username**: *(enter your SD68 username here)*
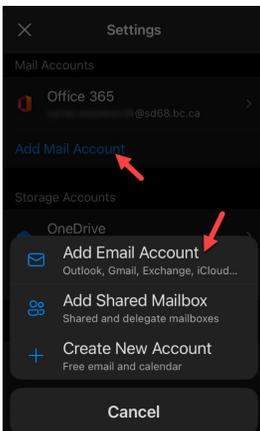
5. Press **Maybe Later**.

Pre-Existing Installation

Follow the steps below to add your SD68 email to Outlook if you already have the app set up with another account.

1. Open the Outlook app, swipe right from the left side of the screen then select the settings cog at the bottom left of the screen.

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

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

4. Press **Not Office 365** in the top right of the screen then select **Change Account Provider**.

5. Select **Exchange** for your email provider.

6. Enter the following values in to the appropriate fields then press **Sign In**.
   Email Address: *(enter your SD68 email address here)*
   Password: *(enter your SD68 email password here)*
   Description: *(this is a custom field and you can enter whatever you'd like here)*
   Server: autodiscover.sd68.bc.ca
   Domain: sd68
   Username: *(enter your SD68 username here)*
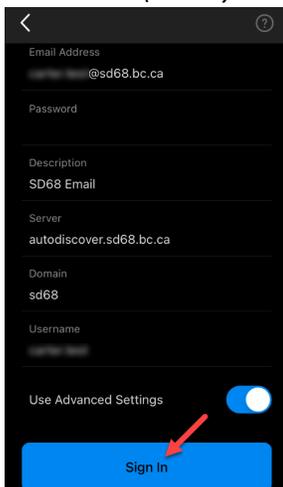
Removing Your Email Account

Follow the steps below to remove your SD68 email account from the Outlook app.

1. Open the Outlook app, swipe right from the left side of the screen then select the settings cog at the bottom left of the screen.
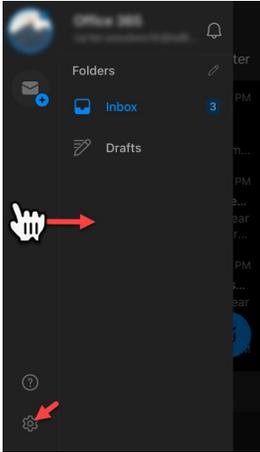
2. Select your SD68 email account then scroll down and press **Delete Account > Delete From This Device**.