

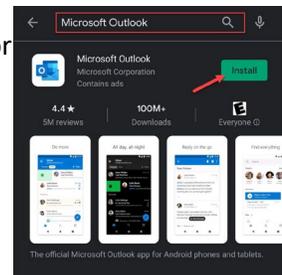
CELL PHONE – ANDROID OUTLOOK APP INSTRUCTIONS

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Install the Microsoft Outlook App

Download the Microsoft Outlook App from the Google Play store.
(<https://play.google.com/store/apps/details?id=com.microsoft.office.outlook>) or by searching for **Microsoft Outlook** in the Google Play store.



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

1. Open up the **Outlook App**. If there is an account found, select it.

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Welcome to Outlook
Bring all your emails, contacts, files and calendars together.

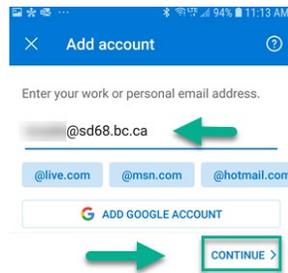
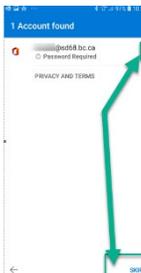
1 ACCOUNT FOUND

CREATE NEW ACCOUNT

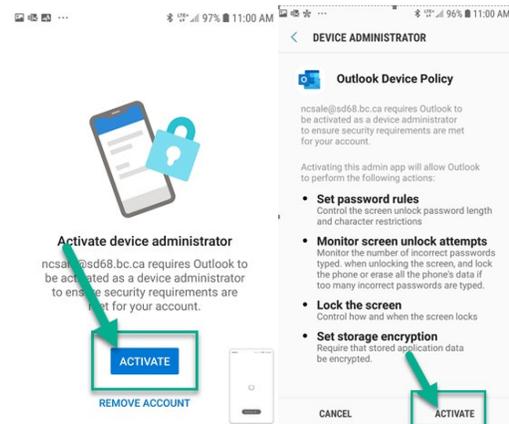
2. If its your SD68 email address, select **Add Account**.



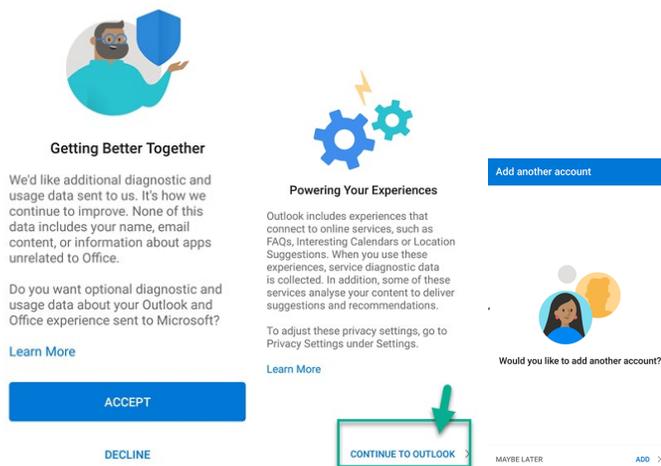
If its not, then **uncheck** the box and select **Skip** and enter your **email address** and Select **Continue**



3. Activate the Account and Activate the Device Policy



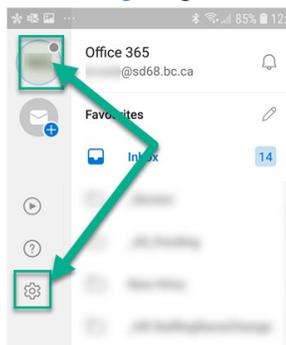
4. Select Accept or Decline for testing and Continue to Outlook



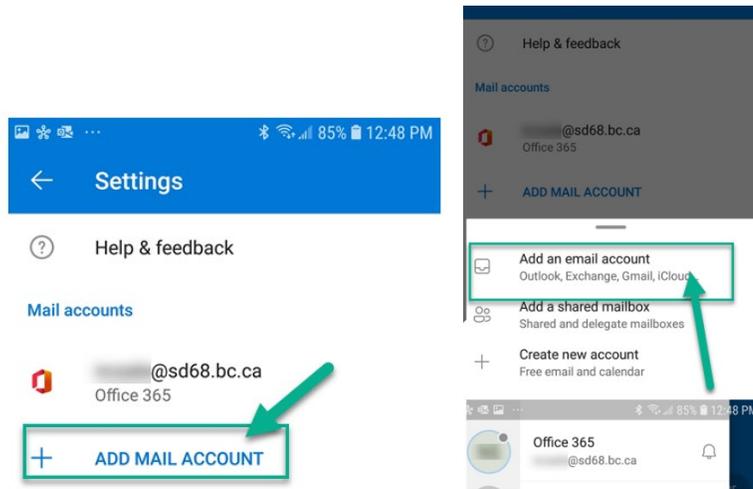
5. Add another account? Select Maybe Later

Add your SD68 email address to the Outlook App

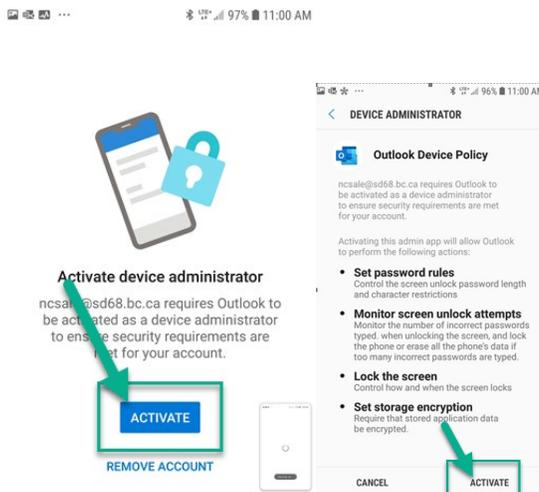
1. Open the Outlook app, press your profile picture at the top left of the screen then select the **Settings** cog at the bottom left of the screen.



2. Select **Add Mail Account** then select **Add an email account**

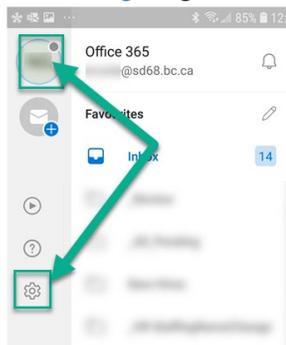


3. **Activate** the Account and **Activate** the Device Policy

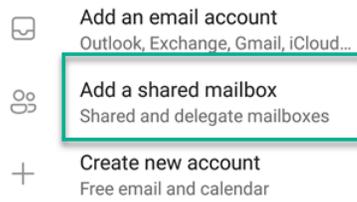
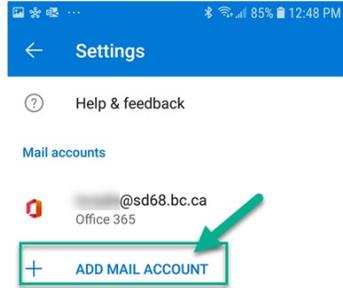


Add a Shared Mailbox

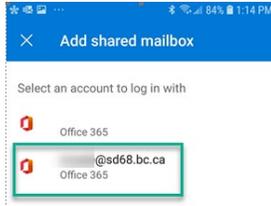
1. Open the Outlook app, **select** your profile picture at the top left of the screen then select the **Settings** cog at the bottom left of the screen.



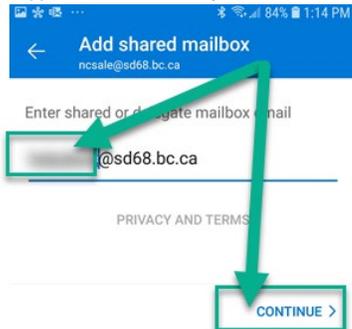
2. Select **Add Mail Account** then select **Add a shared mailbox**



3. Select your Email address



4. Type the name of your shared mailbox in front of the @sd68.bc.ca and select Continue



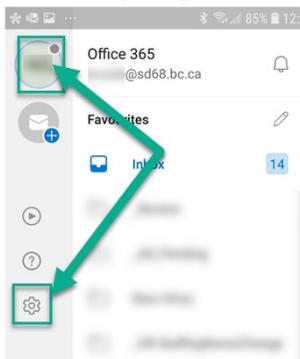
5. Both your email account and Shared mailbox can now be accessed in Outlook



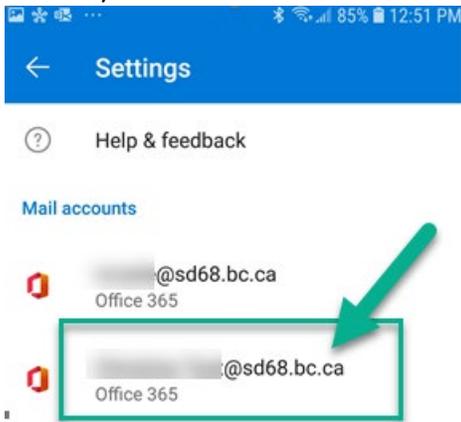
Remove Your Email Account

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

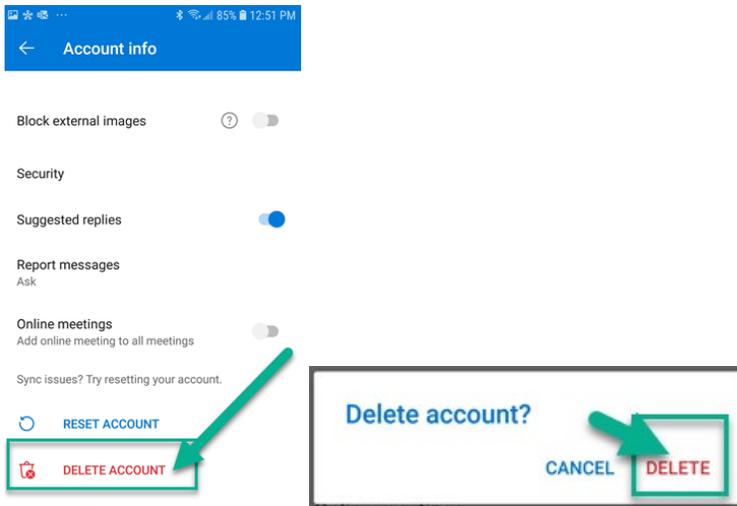
1. Open the Outlook app, press your profile picture at the top left of the screen then select the **Settings** cog at the bottom left of the screen.



2. Select your SD68 email account



3. Scroll down and select Delete Account > Delete



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 enter your new password.