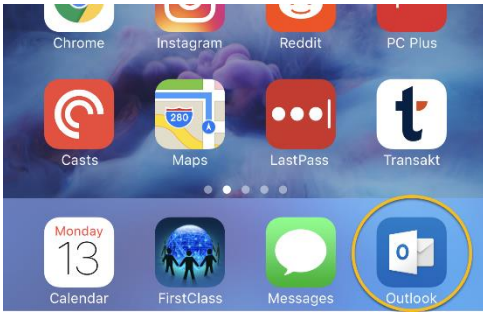
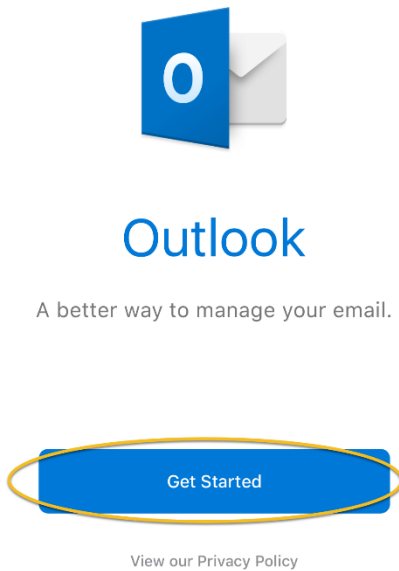


## Setting up Office 365 Outlook App (iPhone/Android)

1. Download the **Microsoft Outlook** app from the App Store (iPhone/iPad) or from the Google Play Store (Android/Blackberry phones and tablets).



2. Launch the App and on the welcome screen select **Get Started**.



3. If you would like notifications when you receive email, select **Notify Me**. If you would not like notifications on select **No Thanks** and skip to step five.

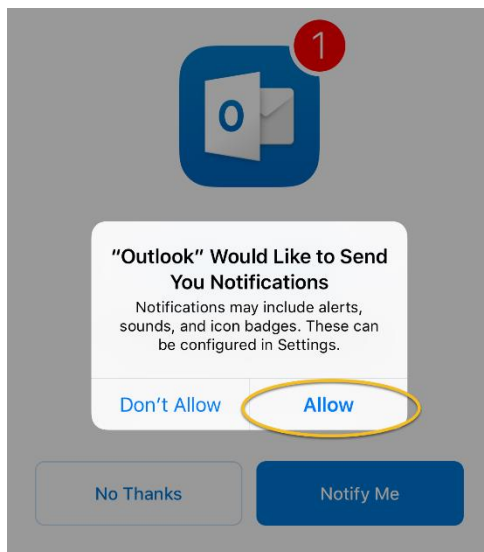


### Get Notified

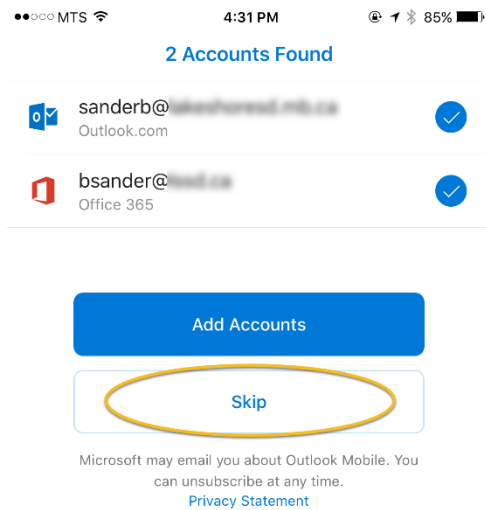
Don't miss out on important emails or calendar events



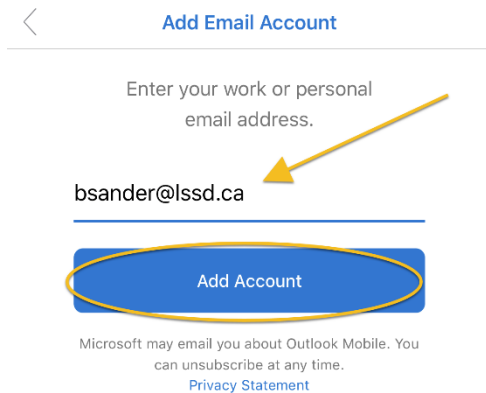
4. Skip this step if you said **No Thanks** in the last step. Otherwise, click **Allow**.



5. Depending on how many other personal accounts you have on the device you may be asked if you would like to add accounts that have been automatically been detected. Select **Skip**.



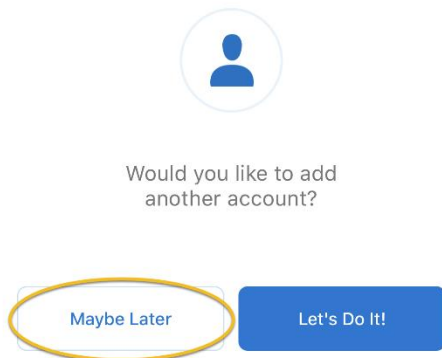
6. Enter your LSSD email address and select **Add Account**.



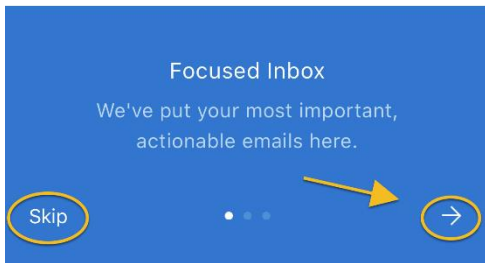
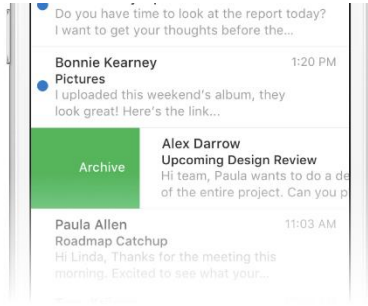
7. You will be directed to a LSSD login page. Here enter your full email address and the password you use to login to a divisional computer (desktop/laptop). Then click **Sign In**.



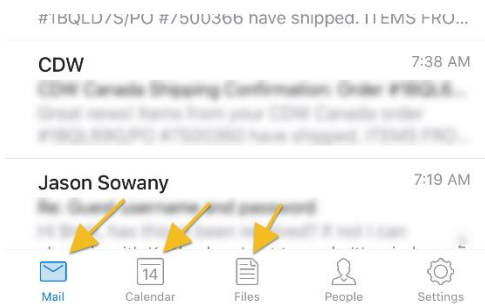
8. Once your account has been verified, you will be asked if you would like to add another account. Select **Maybe Later**.



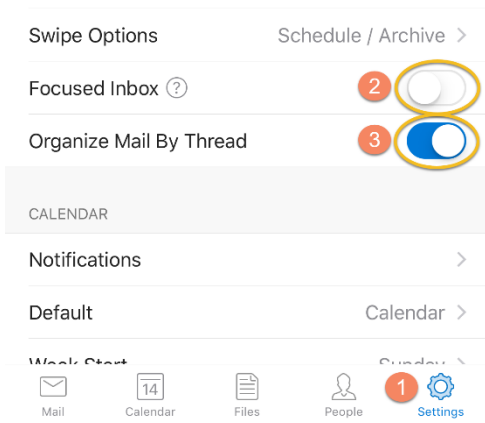
- You will then be taken through a short tutorial on how to use the app. Select to either skip or click the right-facing arrow to learn about the app.



- Your account is now setup. You can access the various parts of Office 365 through the icons at the bottom of the screen.



- You may wish to disable what Outlook calls the "Focused Inbox" as you may find legitimate mail will be hidden from view. To do this, select **Settings** in the bottom right-hand corner of the app. Then toggle off **Focused Inbox**. You may also wish to disable "Organize Mail by Thread\*" by toggling off that feature.



\*Organizing email by thread will cause all emails with the same subject to group together.