

# iPad/iPhone/Android – Outlook Email Setup

## Removing Previous Account

1 - Go to Outlook App.



– if you do not have the Outlook App, it is highly recommended. Personal devices download from iTunes or Google Play. District iPads the app is available in Self Service. Then follow steps 5-8.

2 - Select icon in upper left corner next to Inbox.



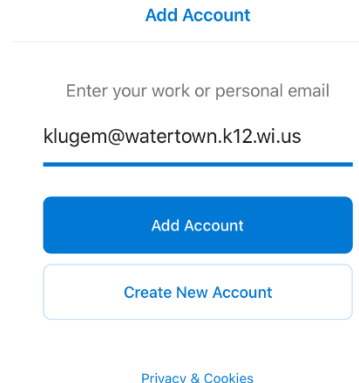
3 - Select **settings** icon bottom left.



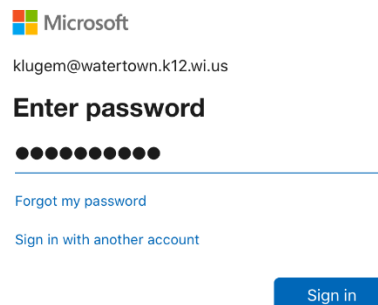
4 - Under Mail Accounts select your district email. **Delete Account.**

## Add Account

5 – Enter email address then select **Add Account**

A screenshot of the 'Add Account' screen in the Outlook app. At the top, it says 'Add Account' in blue. Below that is a text input field with the placeholder 'Enter your work or personal email'. The email address 'klugem@watertown.k12.wi.us' is entered. Below the input field are two buttons: a blue 'Add Account' button and a white 'Create New Account' button with a blue border. At the bottom, there is a link for 'Privacy & Cookies'.

6 – Enter password – press **Sign in**

A screenshot of the 'Sign in' screen in the Outlook app. At the top, it says 'Microsoft' with the logo. Below that is the email address 'klugem@watertown.k12.wi.us'. The main heading is 'Enter password'. Below this is a password input field with ten black dots. At the bottom, there are two links: 'Forgot my password' and 'Sign in with another account'. A blue 'Sign in' button is at the bottom right.

7 – You will be asked if you would like to add another account – select **Maybe Later.**

8 – You are all done. Please be aware email and folders may take a bit to fully load.

## **iPad/iPhone/Android - Built in Mail App Setup**

### **iOS (11 and newer)**

Tap Settings, Passwords and Accounts, Remove previous district email account first.

Add Account.

Choose Microsoft Exchange, enter district Email Address, tap next.

Tap Sign In.

Choose Work or school account, enter your password and tap sign in.

Choose items you'd like to sync and tap Save.

### **Android OS**

(May vary depending on the manufacturer of your phone)

Tap Settings, Cloud and Accounts, Accounts, Remove previous district email account first.

Add Account.

Choose Microsoft Exchange ActiveSync, enter district Email Address and password.

Tap Sign In.

Choose items you'd like to sync and tap Activate.