

SETTING UP SCHOOL EMAIL ON YOUR PERSONAL PHONE

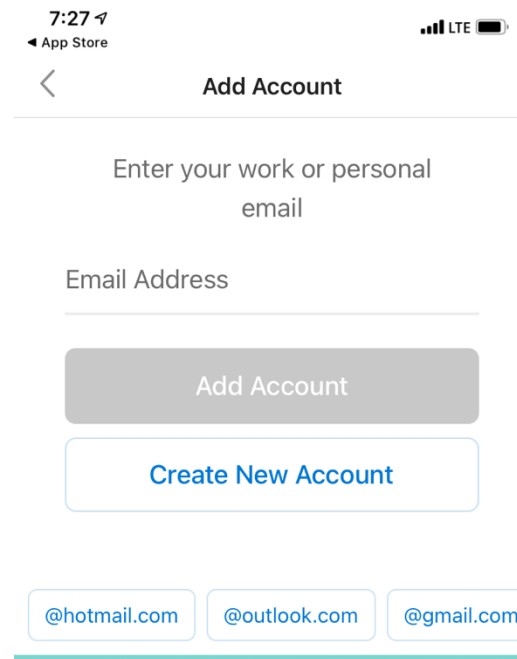
Would you like to set up your school email on your phone? This is the process for adding your account on an iPhone and should be similar to the process on Android phones, as well.

Please note that the Pasco IT department will NOT provide support for your personal phones, so please do not contact them with questions if you have issues with Outlook on your phone.

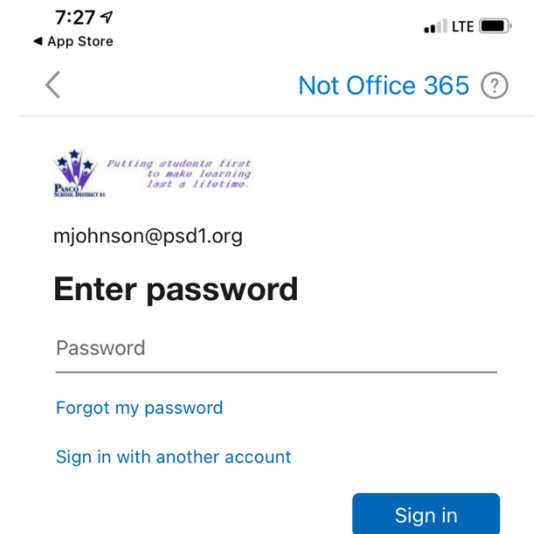
STEP 1: Go to the app store and install Microsoft Outlook



STEP 2: Click where it asks you to “Add Account” and enter your school email.



STEP 3: Enter your school password and you are good to go! I would recommend setting up notifications so that you are aware when an email arrives.



NOTE: You can also set up email on the native phone app on your phone. On the iPhone you go to “Mail” > “Accounts” > “Add Account” and then choose “Outlook.com.”

I hope this helps! 😊

