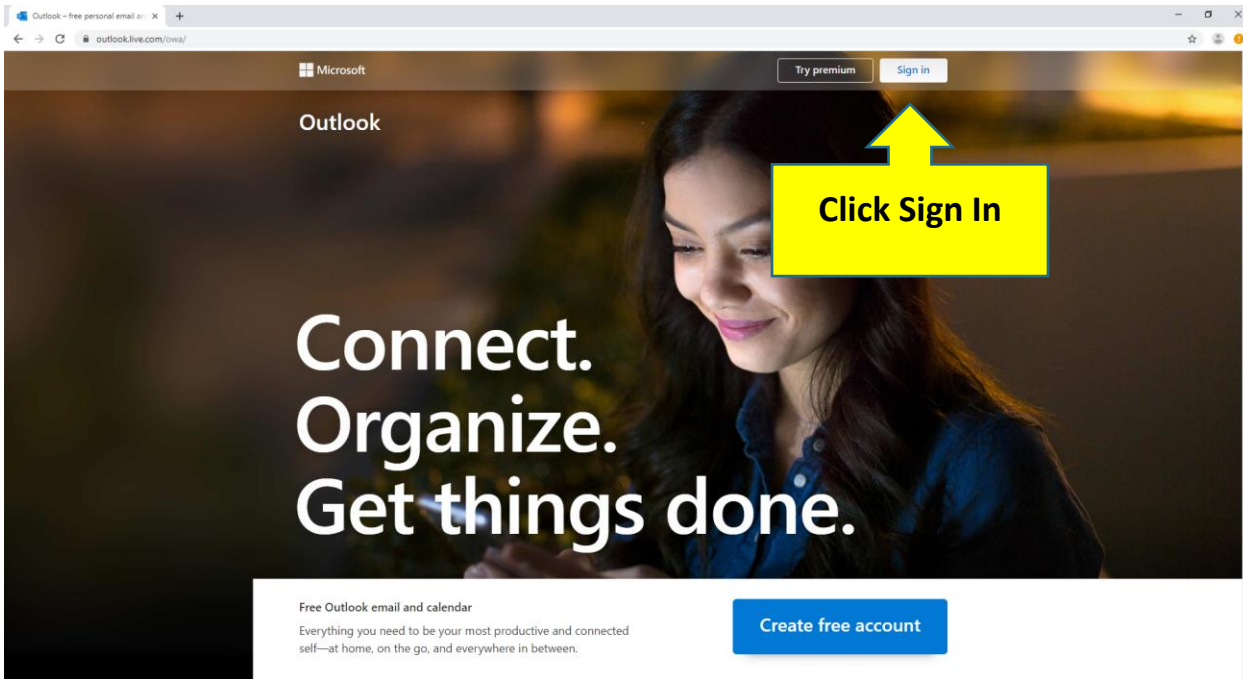


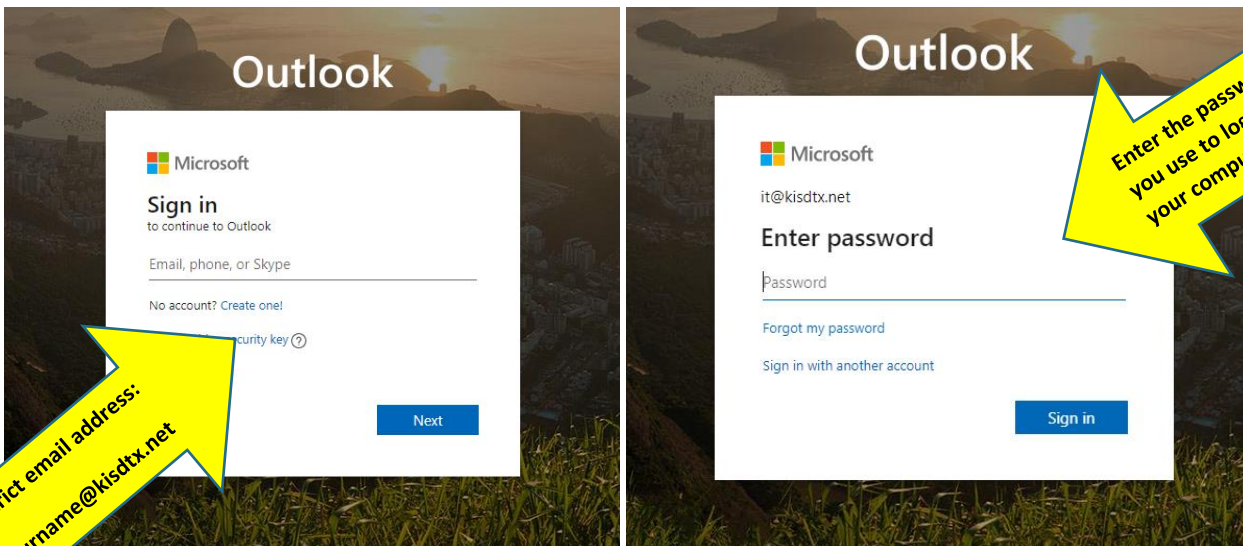
# OUTLOOK ANYWHERE AND EVERYWHERE

## FROM A BROWSER

1. To access email from any browser (Chrome, Edge, Firefox etc.) on any device (Windows computer, Mac Computer, Tablet, cell phone, Chromebook etc.) anywhere you have internet access, simply open the browser and go to [www.Outlook.com](http://www.Outlook.com) and click Sign In



2. On the sign in screen, enter your full district email address and click next. Enter your computer (aka domain) password and tap sign in.

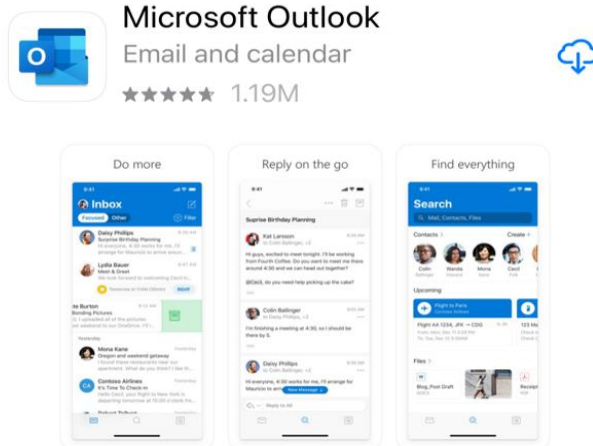


3. That's it! You should see your emails now!

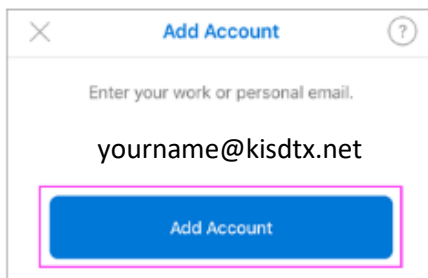
# OUTLOOK ANYWHERE AND EVERYWHERE

## ON A MOBILE DEVICE WITH THE OUTLOOK APP (Recommended method)

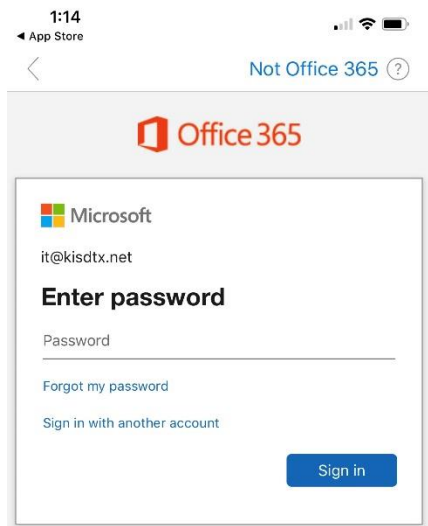
1. To add the Outlook App to any mobile device – Download the Outlook app from the iOS App Store or Google Play Store.



2. When you launch the app, it should ask you to add an account. Enter your district email address and tap “Add account”.



3. Enter your computer (domain) password and tap “Sign In”



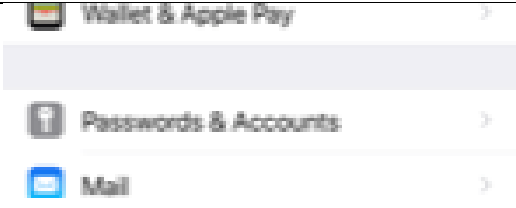
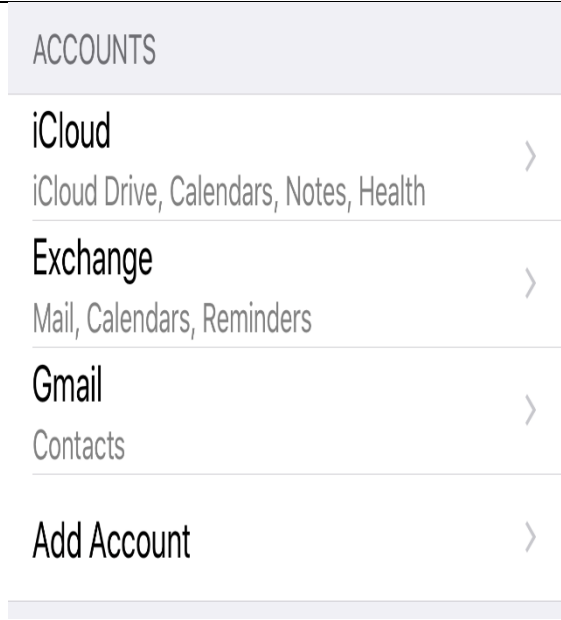
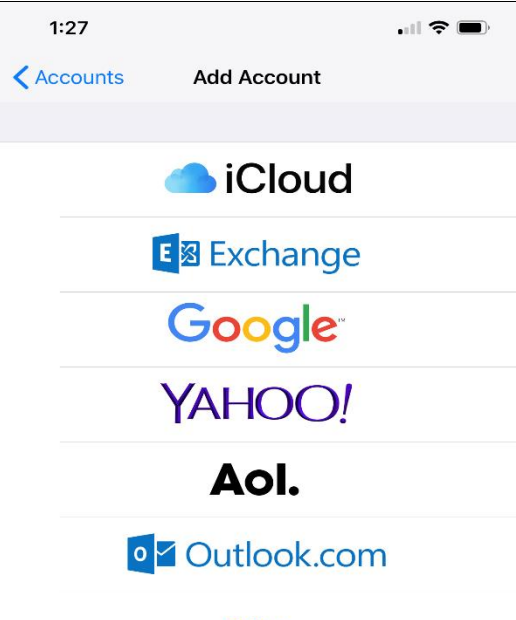
4. That's it! You should see your emails now!

# OUTLOOK ANYWHERE AND EVERYWHERE

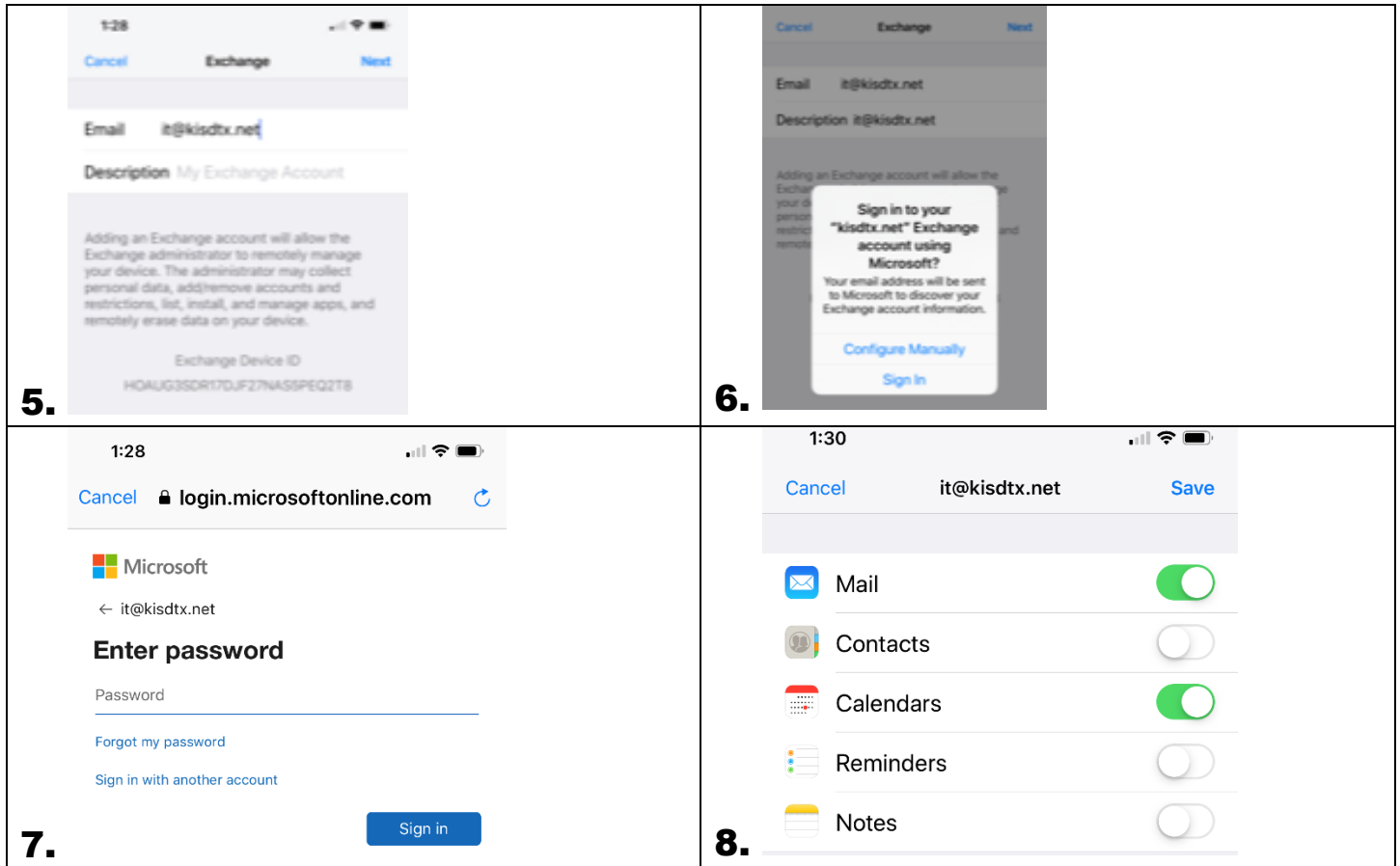
## ON A MOBILE DEVICE THROUGH THE NATIVE EMAIL APP

### ON APPLE DEVICES (iPhone, iPad):

1. Tap the Settings icon
2. Passwords & Accounts
3. Add Account
4. Exchange
5. Enter your full district email address and tap next
6. On the pop up screen tap "Sign in"
7. Enter your computer password and tap "sign in"
8. Choose what to sync and tap Save.

|                                                                                              |                                                                                               |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>1.</b>   | <b>2.</b>   |
| <b>3.</b>  | <b>4.</b>  |

# OUTLOOK ANYWHERE AND EVERYWHERE



You can now choose your KISD mailbox from the native mail app and see your district emails there.

# OUTLOOK ANYWHERE AND EVERYWHERE

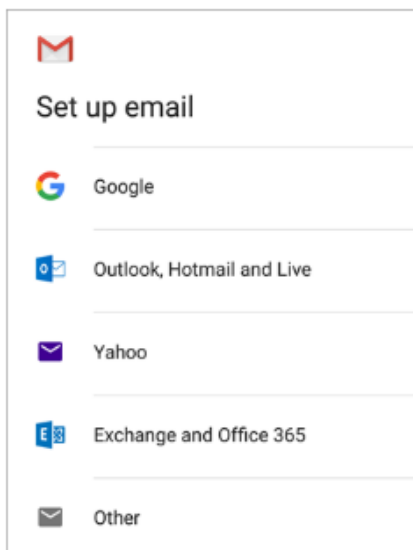
## ON ANDROID DEVICES

1

Open the Gmail app.

Tap the menu icon in the upper left corner > **Settings** > **Add account** > **Exchange and Office 365**.

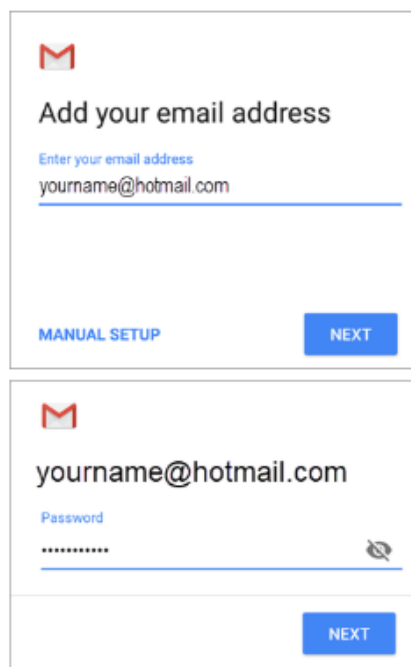
**Important:** Do **NOT** choose "Outlook, Hotmail, and Live" unless you want to sync email only and not calendar/contacts.



2

Enter your full email address and tap **Next**.

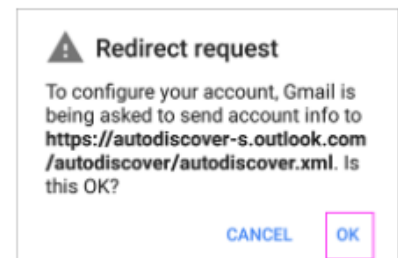
Enter your password and tap **Next**.



3

Follow steps for your account type:

- Office 365 work or school: you may see a **Redirect request** screen. Tap **OK**.

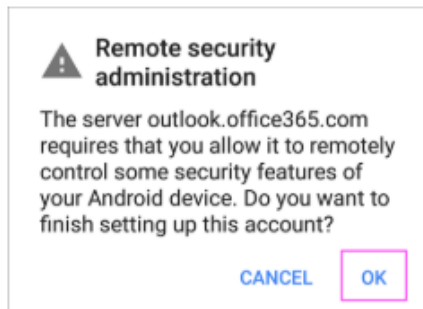


On the Incoming server settings screen, change your server to **outlook.office365.com**.

# OUTLOOK ANYWHERE AND EVERYWHERE

4

Follow any prompts you may get for security or device permissions, sync settings, and more.

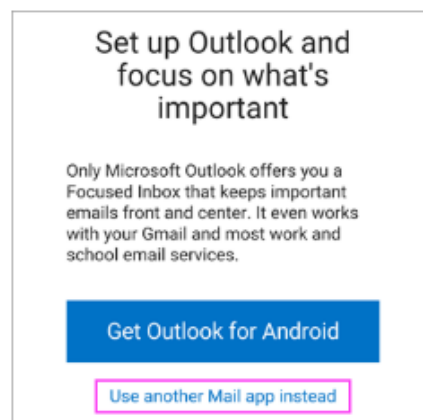


If you have an Office 365 work or school account, you may also be asked to confirm **Remote security administration** and approve additional security measures. In this case, choose **OK** or **Activate**.

5

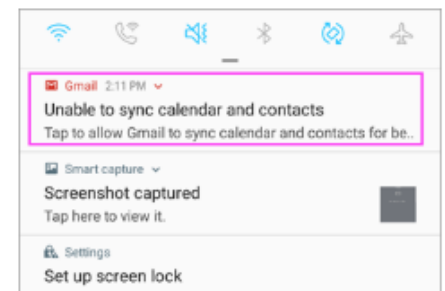
Go to the inbox you just set up. If you see an email that says "**Action Required to Sync Email**," open it and tap **Use another Mail app instead**.

If you don't see this message and emails are syncing, skip this step.



6

Pull down the Android notification bar by swiping down from the top of your screen.



If you see a notification that reads "**Unable to sync calendar and contacts**," tap it. Then tap **Allow** to give access and you're done!

**Note:** If you don't see a sync error, verify your calendar and contacts are syncing.

Your district email account should now show up as a separate mailbox under your native Gmail app.