

How to Download and use Outlook

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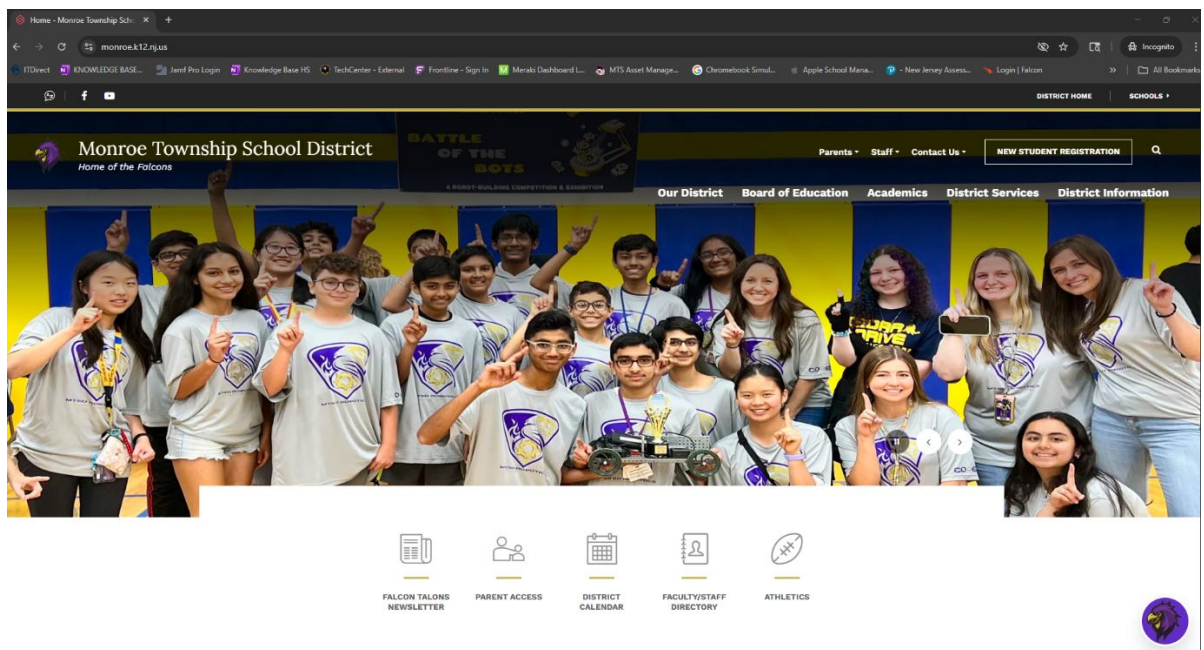
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Web Browser

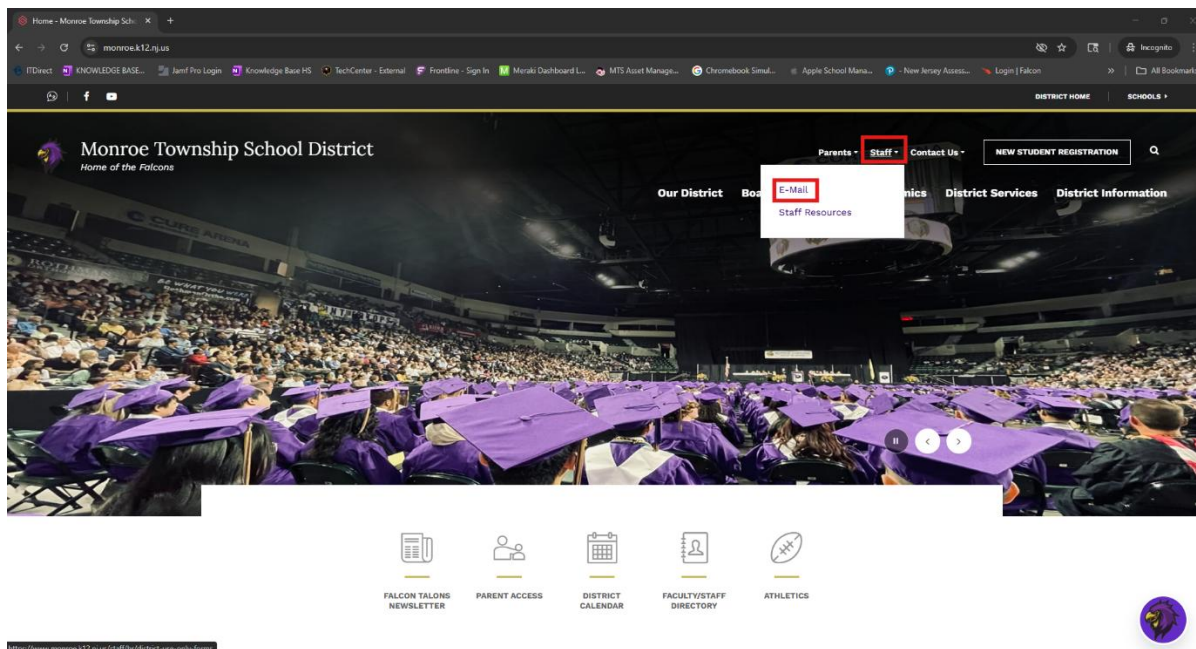
1. Open your preferred web browser. For this example, we will be using Google Chrome.



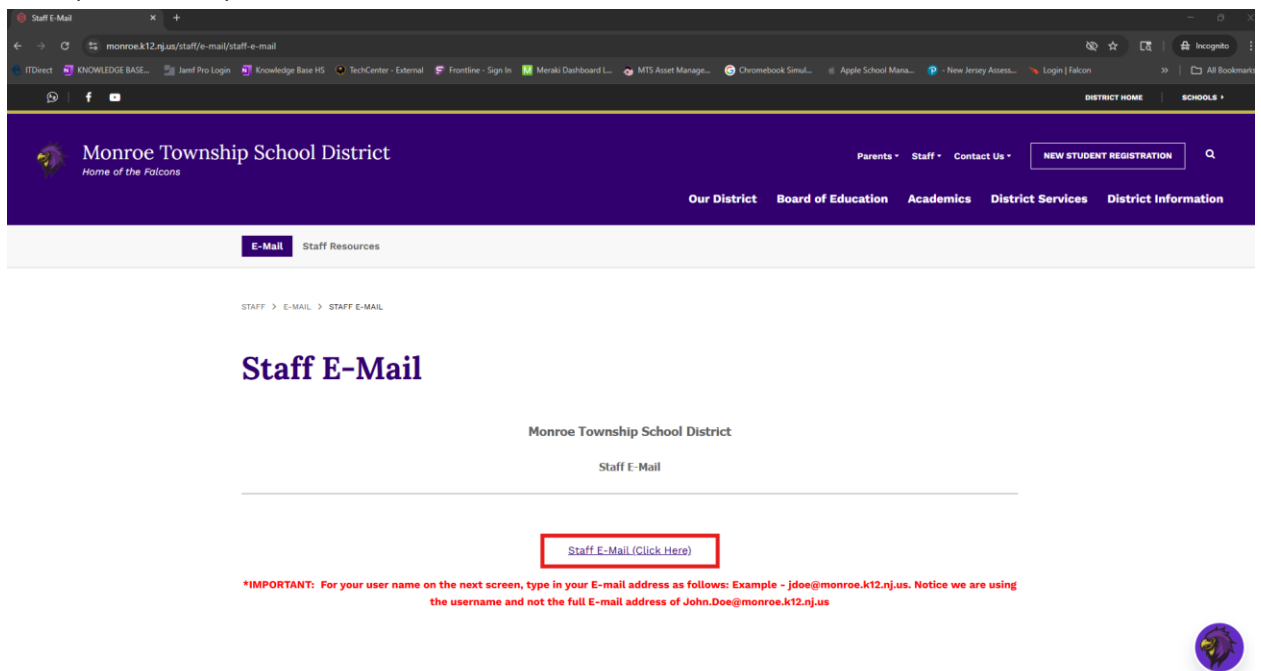
2. Once your browser has been opened, navigate to the district homepage.
<https://www.monroe.k12.nj.us/>.



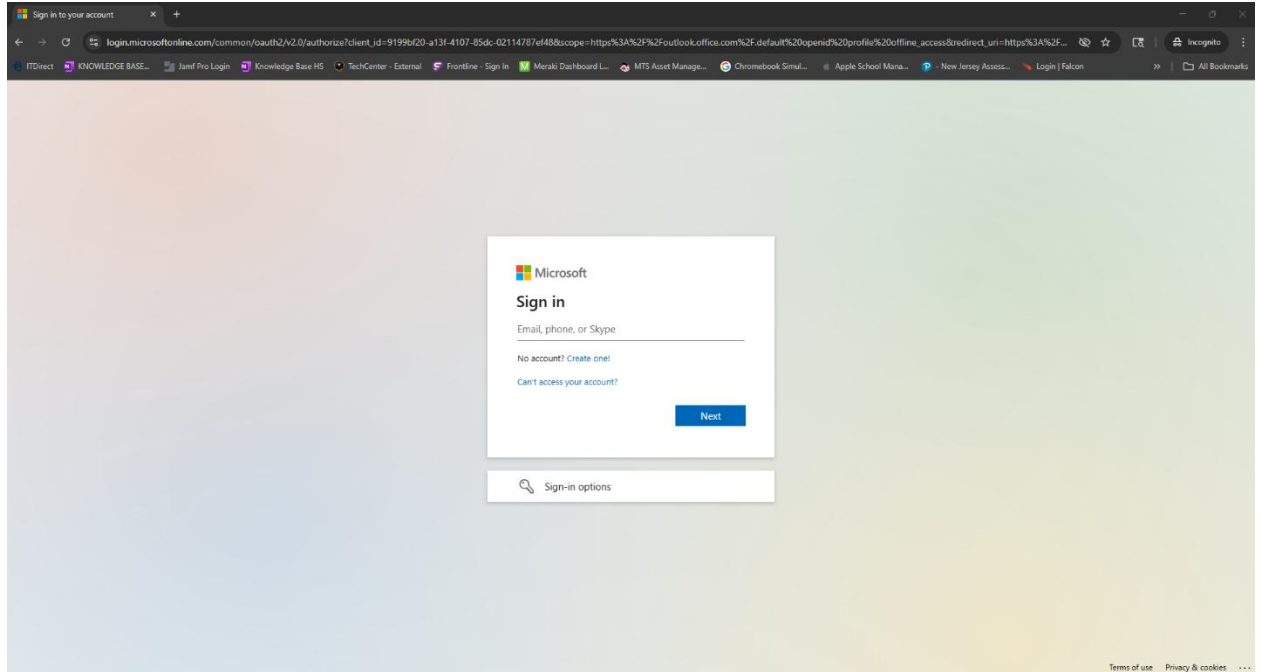
3. Locate the Staff Dropdown menu on the top right of the screen and select “E-Mail”.



4. This will bring you to the e-mail landing page. From here you will click on the “Staff E-Mail (Click Here)” button.



5. This will bring you to the Microsoft Outlook login page. From here you will enter your district provided email address. For instance, jsmith@monroe.k12.nj.us. This will then prompt you to enter your district provided password. Once you have entered both you will be logged into outlook on the web.



IOS Devices

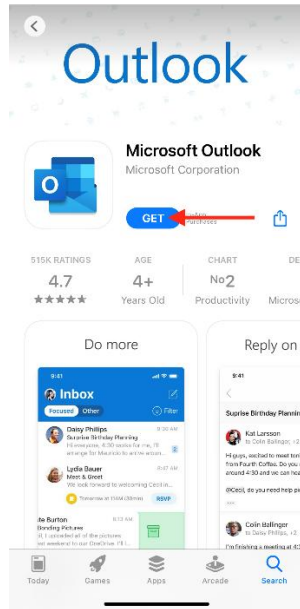
1. On your iOS device, locate and tap the **App Store** icon on the home screen.



2. Tap the **Search** icon in the bottom right corner, then type "**Microsoft Outlook**" into the search bar.



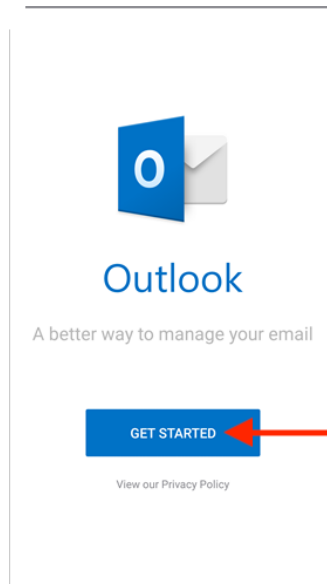
3. Once you find the Microsoft Outlook app, tap the blue **“Get”** button to download it.



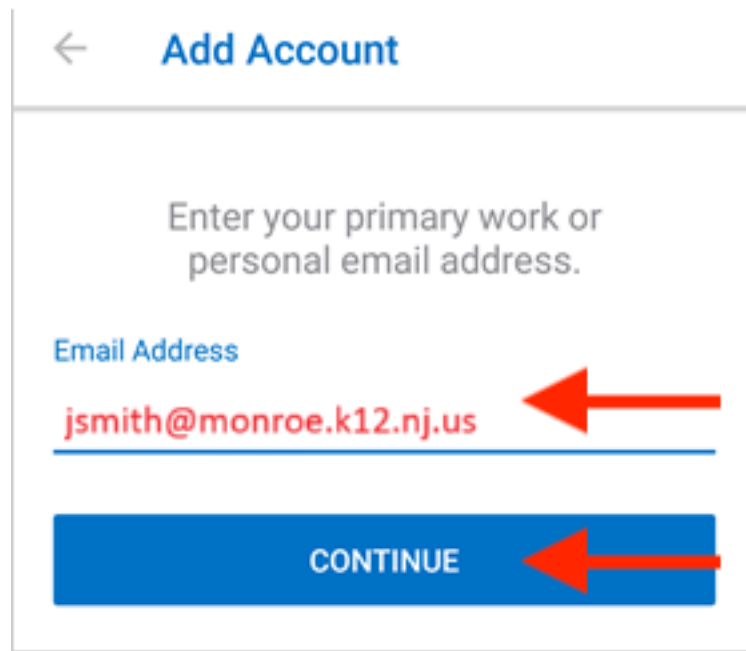
4. After installation is complete, open the **Outlook** app from your home screen.



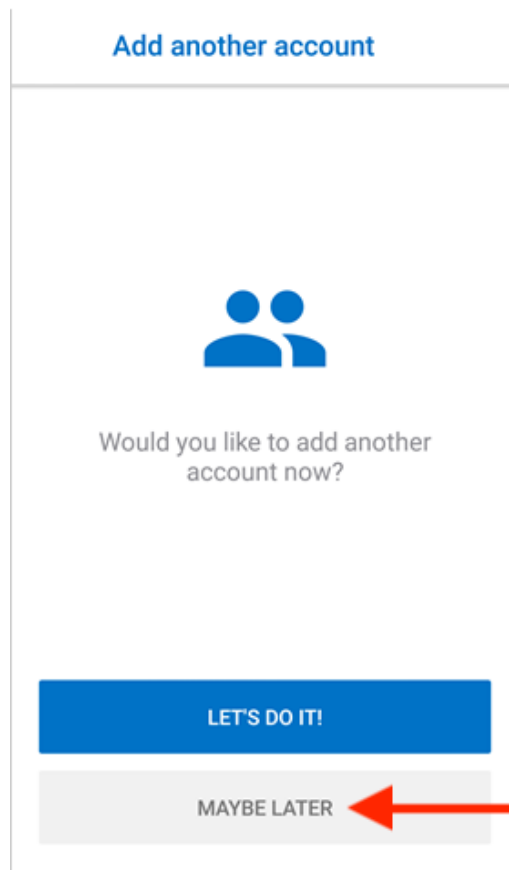
5. When the application opens it will prompt you with a “**Get Started**” Button on the welcome screen.



6. After you click Get Started you will be prompted to add an account. You will enter your district email address. For instance, jsmith@monroe.k12.nj.us

A screenshot of the 'Add Account' screen in the Outlook mobile application. At the top, there is a back arrow and the title 'Add Account'. Below this, the text 'Enter your primary work or personal email address.' is displayed. Underneath, the label 'Email Address' is shown in blue. The email address 'jsmith@monroe.k12.nj.us' is entered into the text field and is highlighted in red. A red arrow points to the email address from the right. At the bottom of the screen, there is a blue rectangular button with the text 'CONTINUE' in white. A red arrow points to this button from the right.

7. Once you have added your account with your district email and password you will be prompted to add another account. You can click **“Maybe Later”**.



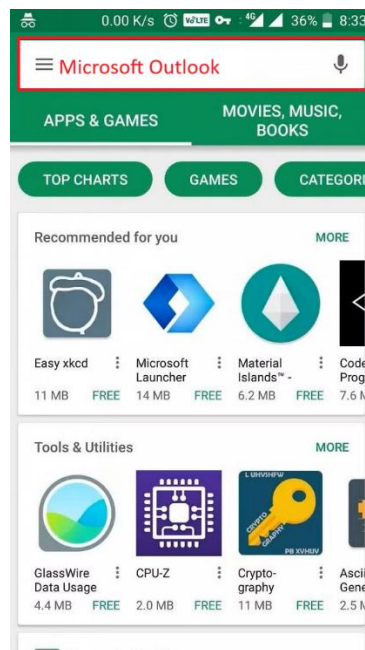
You've now successfully signed in to your district email on the Outlook app for iOS.

Android Devices

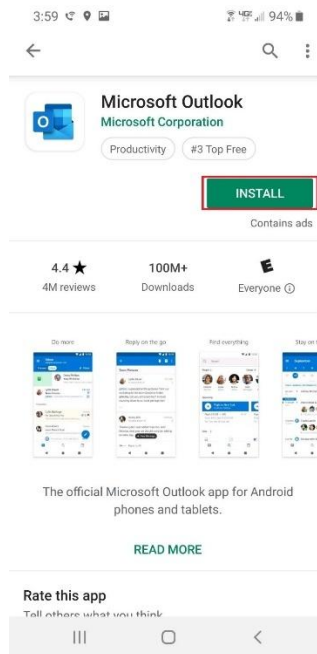
1. Locate the Google Play Store Icon on your phone as pictured below.



2. Once in the Google Play Store. Locate the search bar and search for Microsoft Outlook.



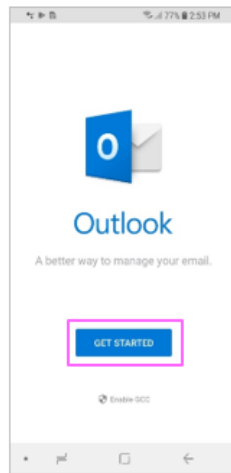
3. Once Outlook is searched and located in the Play Store you will need to click on it to visit the page. Once on the page click the green “Install” Button to begin downloading the application.



4. Once the application has been downloaded look for the Microsoft Outlook Icon on your home screen.

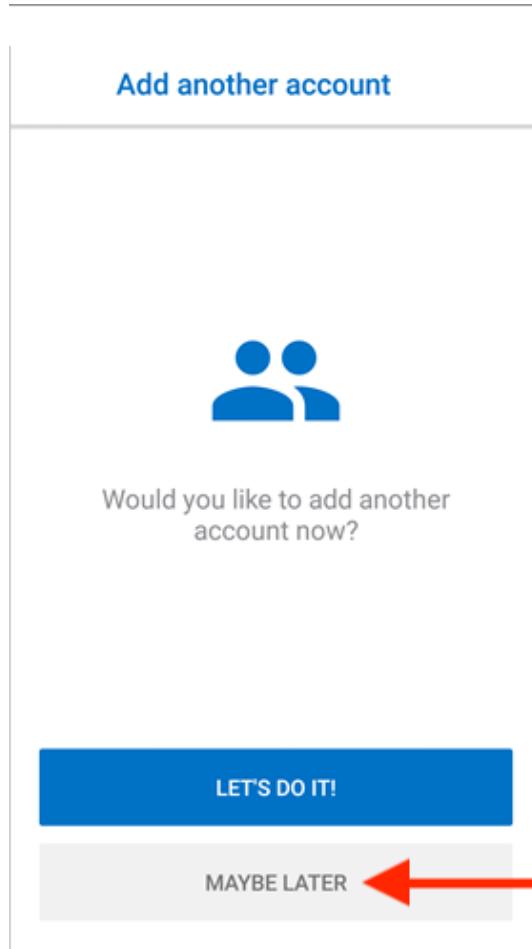


- Once you have located the icon, click on it to open the application. You will be prompted with a Getting Started Page. Click on the blue “Get Started” button to continue.



- After clicking “Get Started” you will be prompted to enter your district email address. For instance, jsmith@monroe.k12.nj.us. Once you enter your district email address and hit continue you will be prompted to enter your district provided password.

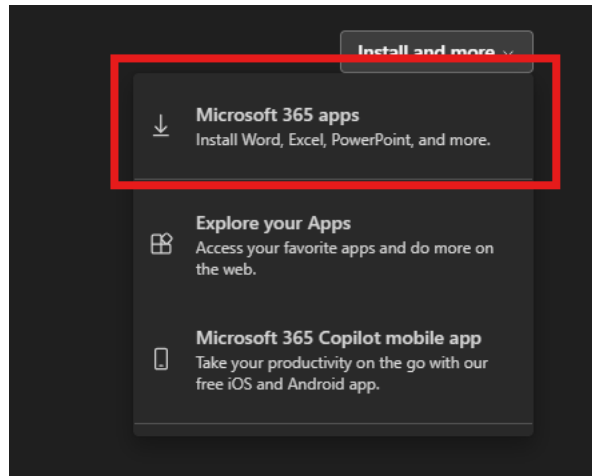
7. After you have completed the login process you will be prompted to add another account. You can click “Maybe Later”.



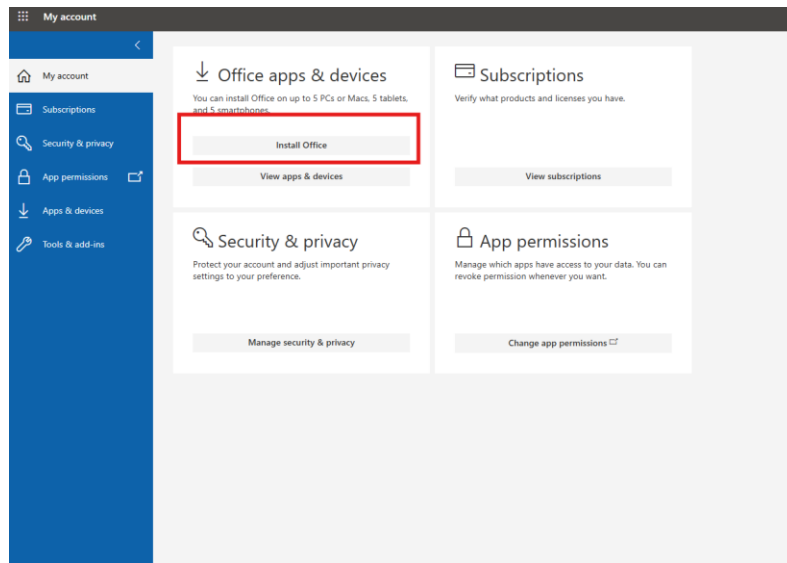
You've now successfully signed in to your district email on the Outlook app for Android

Windows Desktop

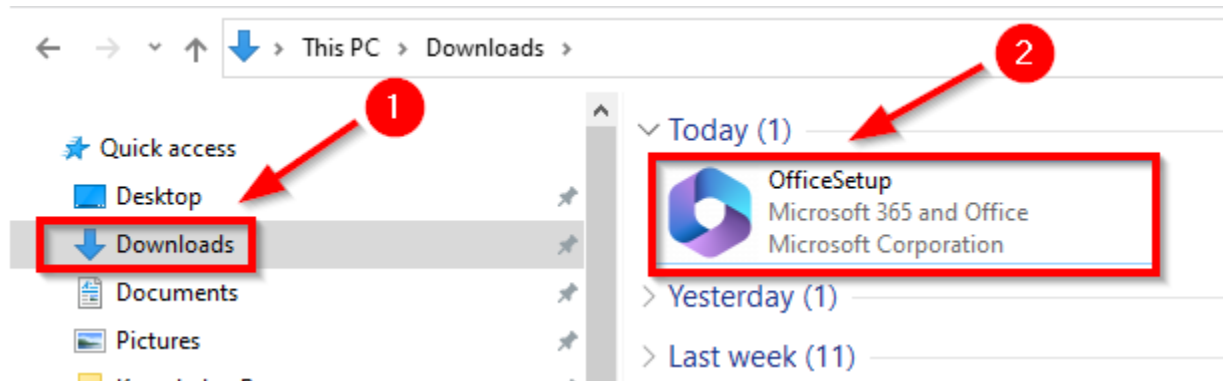
1. Navigate to Office.com and log in to your district account. For instance, jsmith@monroe.k12.nj.us. Once logged in, navigate to the top right corner and look for Install and more. You will need to select Microsoft 365 apps.



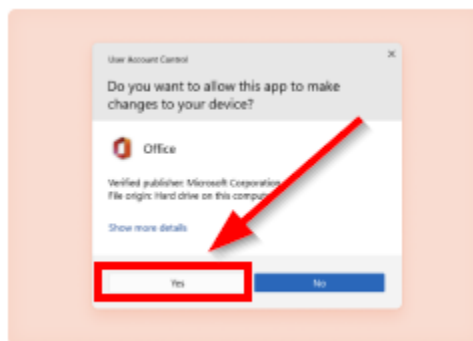
2. This will bring you to the office portal. From here you will need to click on the “install office”. This will provide you with a download for office.



3. Once downloaded double click on the file to open the launcher. This will be in your downloads folder.



4. You will be prompted to ask if you would like to install the application. Click yes.



5. The installation process may take some time to finish. Once the installation has finished search for the outlook application and open it. This will prompt you to sign in to license and activate office. Please enter your district email account. For instance: jsmith@monroe.k12.nj.us followed by your district provided password.

Please note that the installation of office products is only available for teachers and administrators.