



Configuring Outlook on iPhone

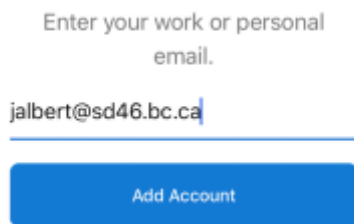
1. Download the official Microsoft Outlook from Microsoft Corporation from the App Store



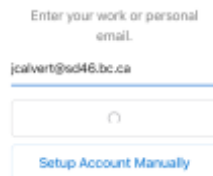
2. Open Outlook
3. Click 'Get Started'
4. Choose whether you would like to be notified about Calendar Events or Emails



5. Type in your full email address (e.g. jalbert@sd46.bc.ca) and click 'Add Account'



6. Click 'Set up Account Manually' when the button appears



7. Select 'Exchange' as your email provider



Exchange

8. Provide your Password and a Description (e.g. Work) and click 'Sign In'
9. If you receive an error message, ensure that your device is connected to the internet and that your password is typed correctly.
10. You might receive a message stating 'This could take a while', click 'Continue'
11. You will be asked to add another account, click 'Maybe Later'
12. Click the arrow through the next few screens to complete the setup