Start out by visiting the App Store on your smart phone and downloading the Microsoft Outlook App





- Next, open the app to bring up the Add Account Screen
- Enter your complete email address using: @forsyth.k12.ga.us



- Next you will be asked to authenticate
- Select Open Authenticator
- After the Authenticator app opens please select your account listed

<image/> <image/> Constant of the set of the s
Open Authenticator

- Next you will be asked to add another account
- Select "Maybe Later"



- Next you will need to enable notifications if you would like to be notified of new emails or calendar alerts
- Select "Turn On"
- Select "Allow"

Authenticator 📲 LTE 🛠 11:00 AM	◄ Authenticator III LTE ⅔ 11:00 AM
💿 Inbox	Inbox
Focused Other = Filter	Focused Other = Filter
Enable Notifications Outlook uses notifications as a way to make sure your inbox is always up-to- date. Disabling them might delay email delivery.	"Outlook" Would Like to Send You Notifications Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.
<b>No Thanks</b> Turn On g	T Don't Allow Allow g
connection.	connection.

- Next your app will start downloading your messages automatically
- You have now completed the install of the Microsoft Outlook App

