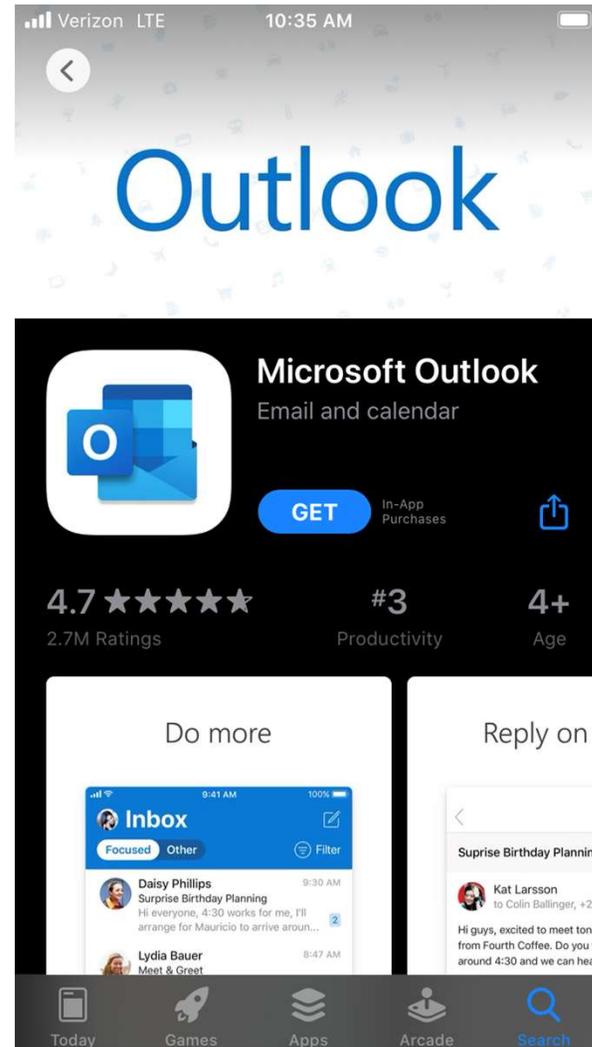


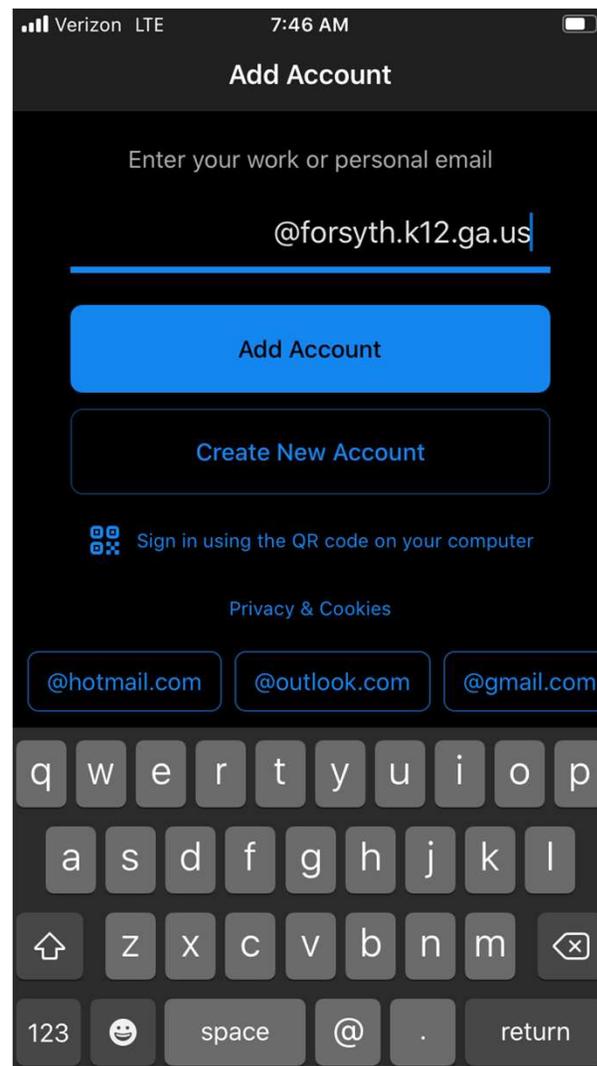
Outlook Mail App

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



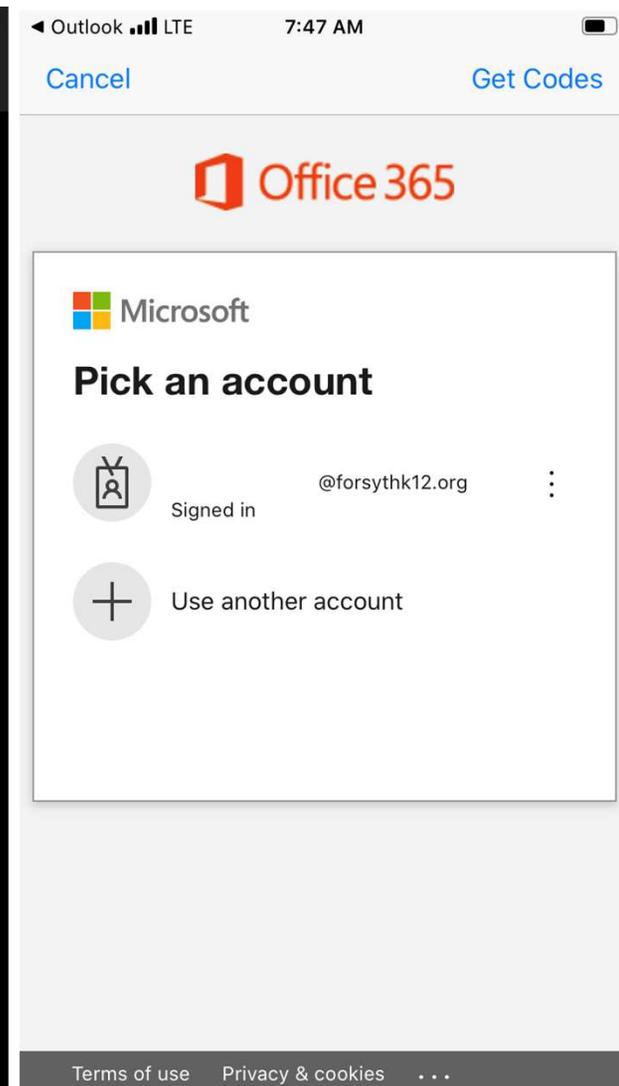
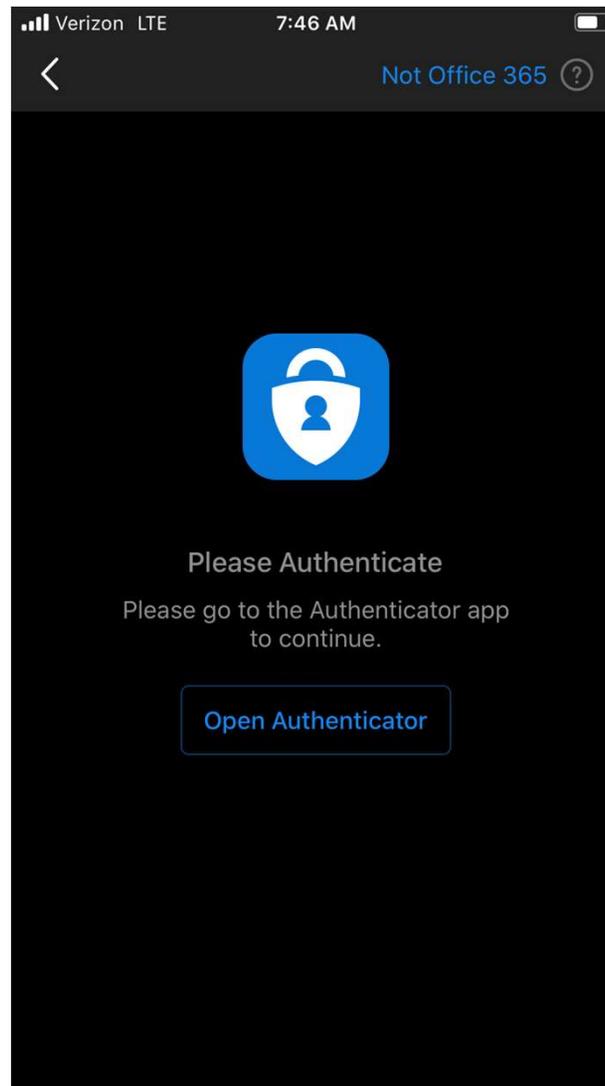
Outlook Mail App

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



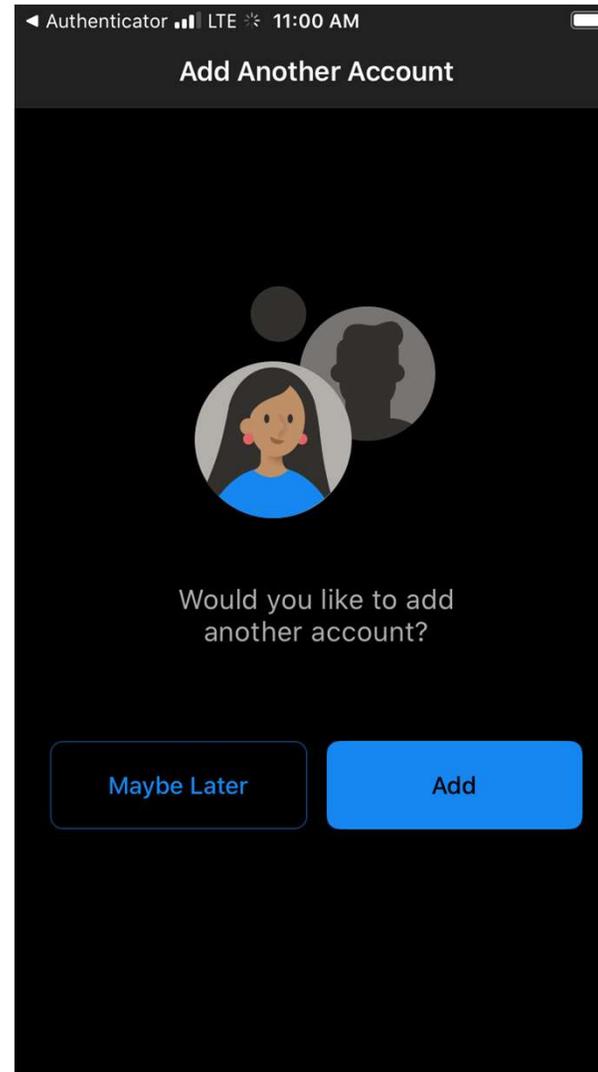
Outlook Mail App

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



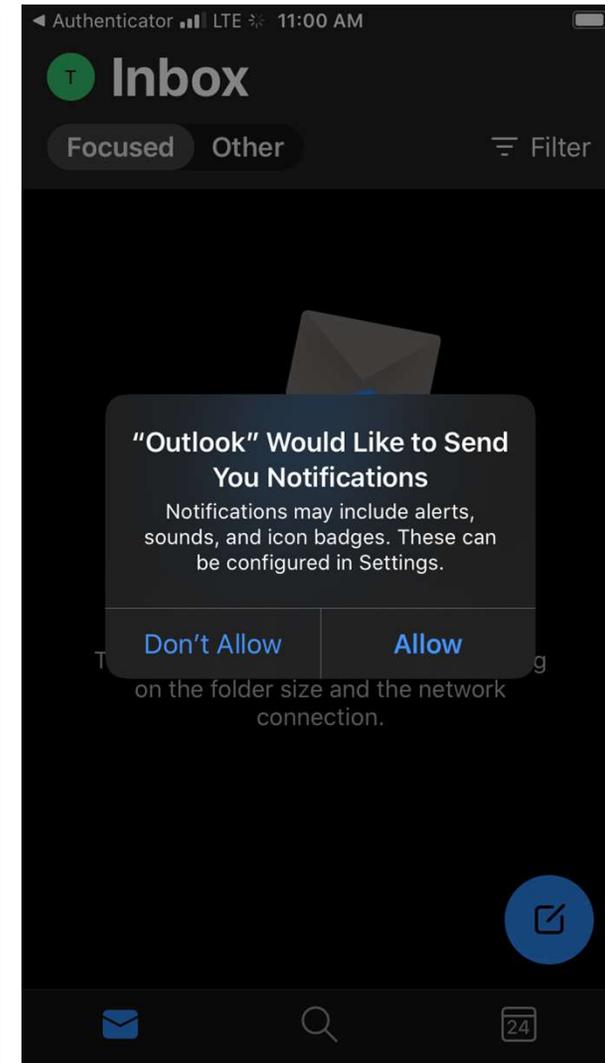
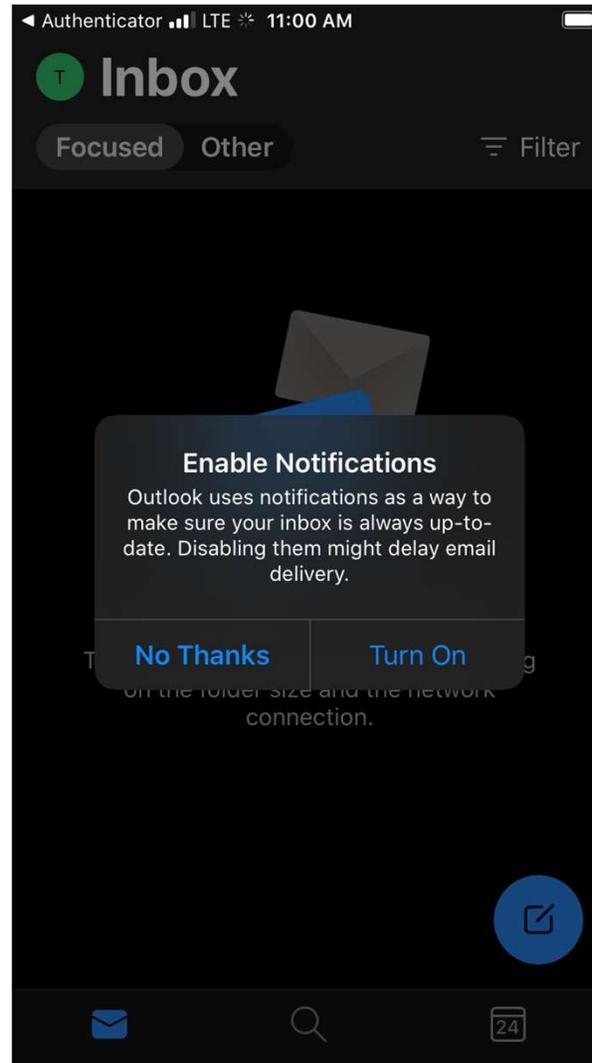
Outlook Mail App

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



Outlook Mail App

- 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”



Outlook Mail App

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

