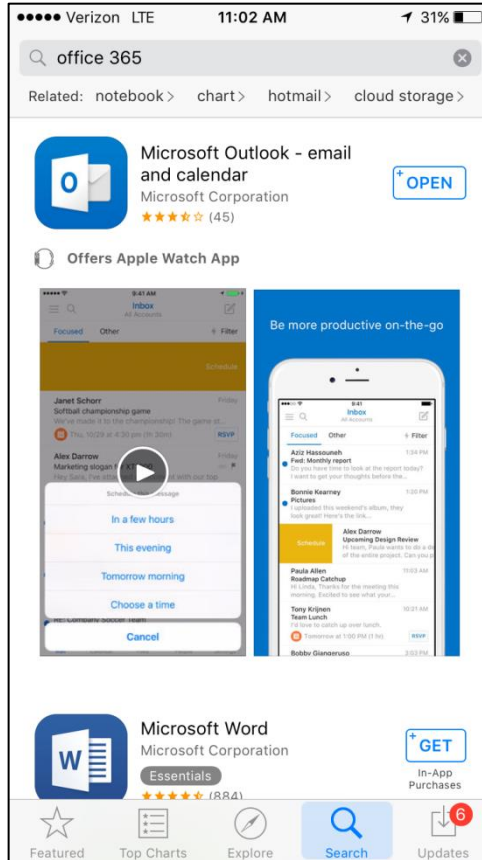


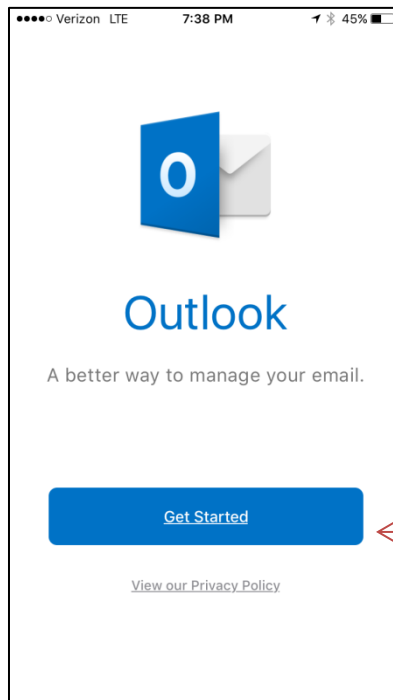
1. Download the following App to your smartphone:

Search for the term depending on your device:

Office365 – on iPhone
Microsoft Outlook - on Android

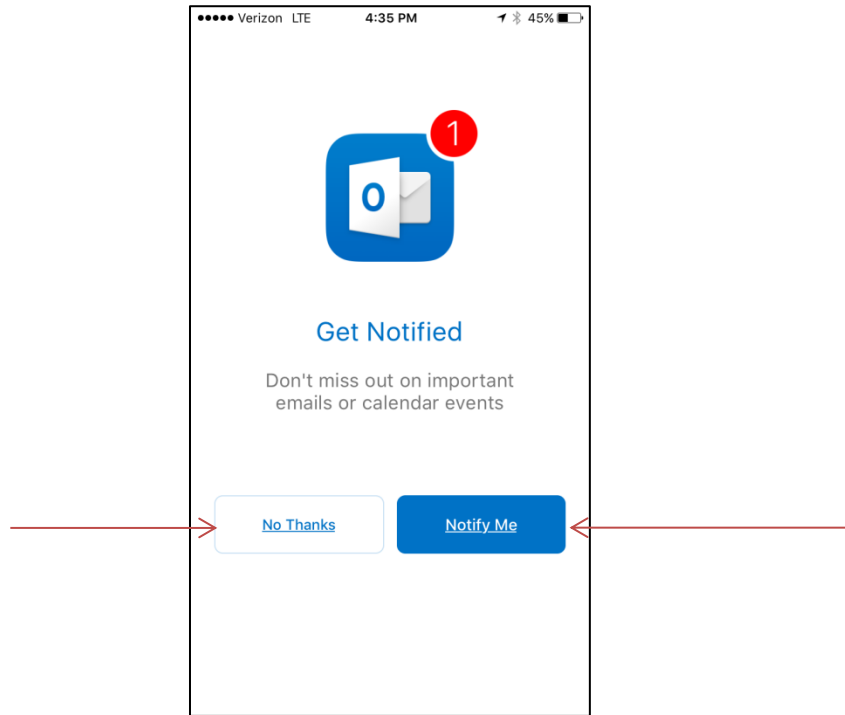


2. The following interface will open-up on your smartphone:



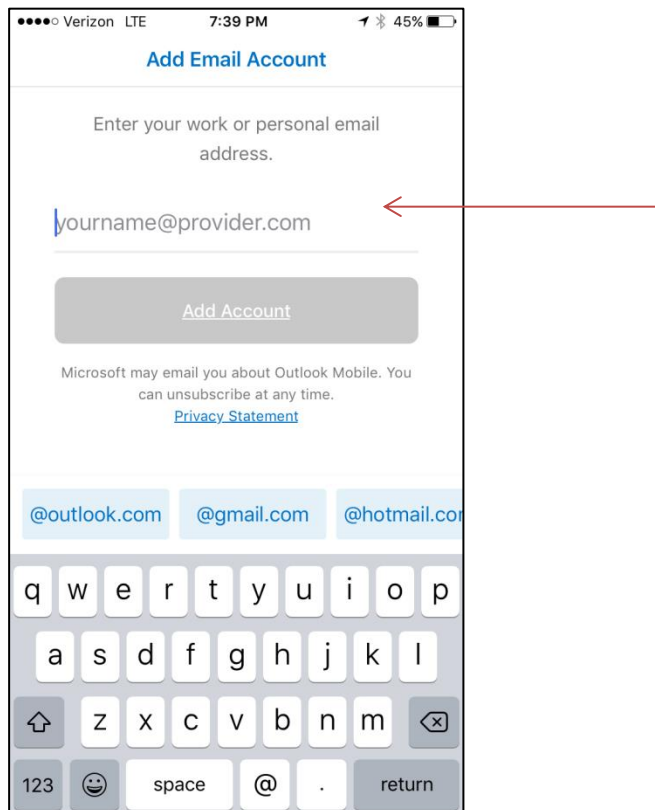
Click on the button:
Get Started

3. If you want or do not want [Notifications] - *select the option you would like:*

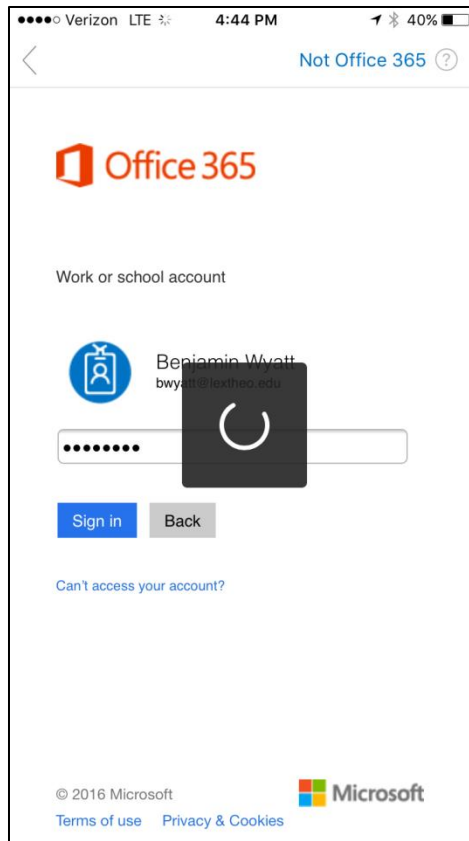


4. Enter your *lextheo.edu* email account into the empty box. For instance you'll be using the same log-in you used for your webmail log-in. This is most likely your first 3 letters of your first name and the first 5 letters of your last name along with *lextheo.edu*

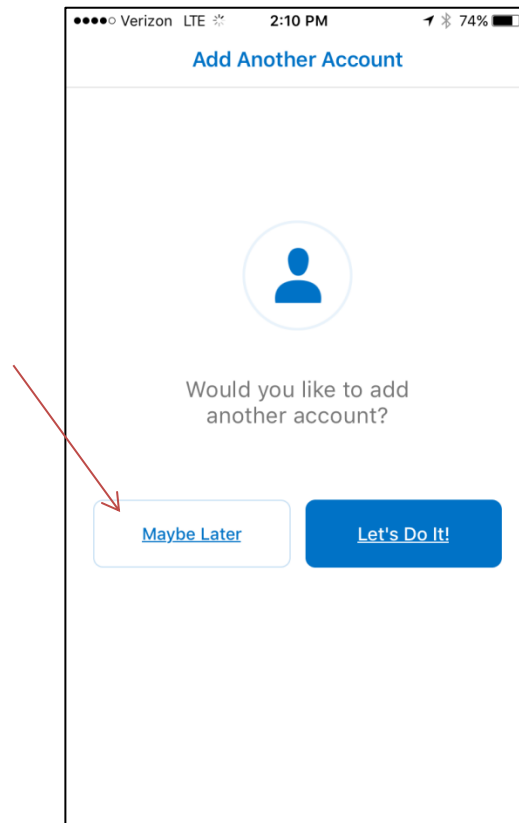
For Example: brobaker@lextheo.edu



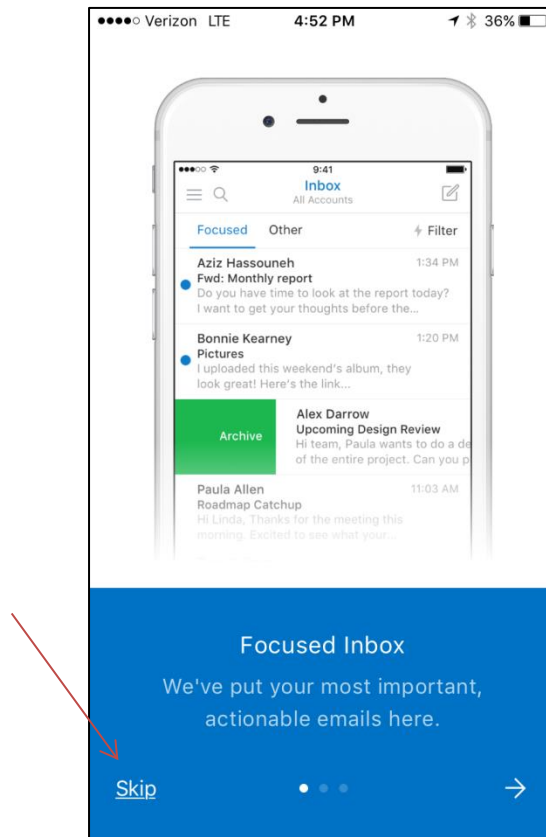
5. You will see the following screen, please enter your password one more time.
This step will take about 10-15 seconds to load,
you might see a spinning wheel in the middle of your device.



6. You will be asked to add another account, please select [maybe later]



7. Click on button [skip] to move through the set-up process:

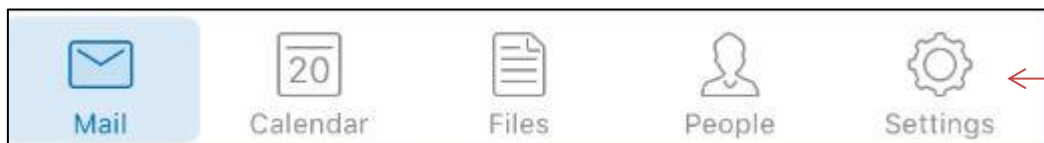


8. FINISHED

The email account is now set-up on the smartphone.

Below are some tips I recommend adjusting within the app.

9. Click on the [gear] icon. This gear icon will be located on the bottom right-hand side on the iPhone and the top-right hand side on the Android phone.



10. Click on the button [signature] and remove the advertised message.
You can create your own signature, if needed.

11. The last suggestion is *turning off* the [focused inbox] and [organize by thread] buttons.

