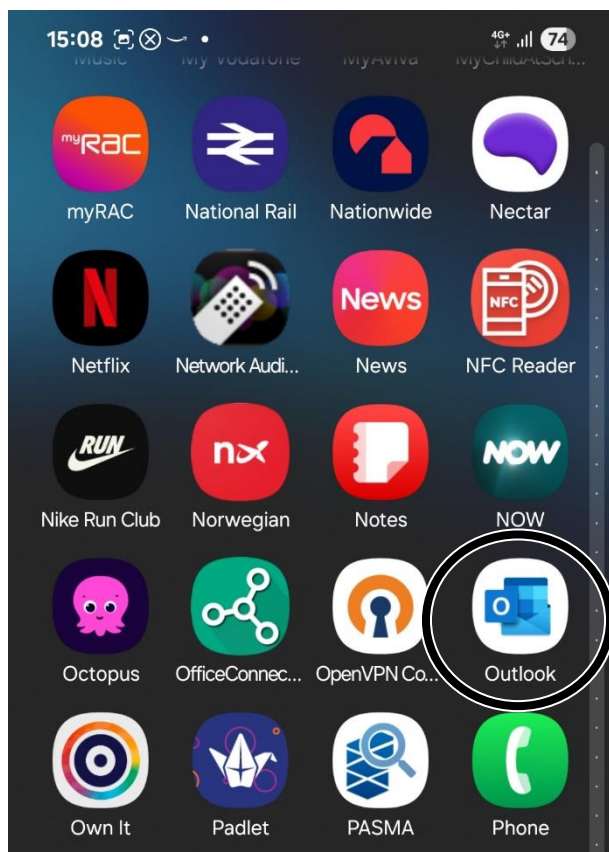


Android Devices

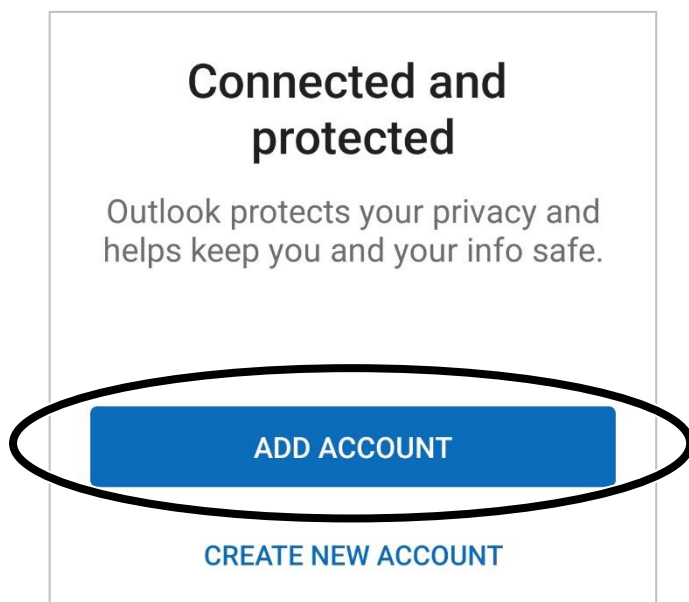
There are many different e-mail apps for Android devices – these instructions cover the “Microsoft Outlook” app as it can be installed on devices from any manufacturer.

If you would rather use another app, you will need to find your own way to add a new account – your school e-mail is an “Exchange Online” account which may also be described as “Microsoft Exchange”, “Office 365” or “Microsoft 365”.

- 1) Make sure your device is connected to the Internet! – Either connect to Wi-Fi or turn on Mobile Data.
- 2) Download the “Microsoft Outlook” app from the Play Store.
- 3) Open the “Outlook” app:

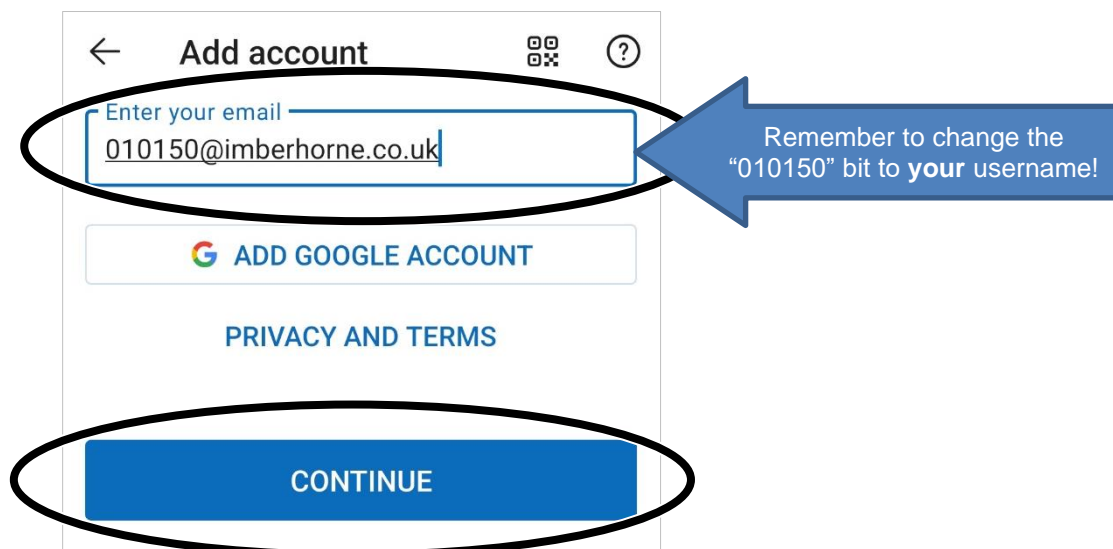


- 4) Tap “Add Account”:



Android Devices

- 5) Enter your school e-mail address in the “Enter your e-mail” box, then tap “Continue”:



← Add account

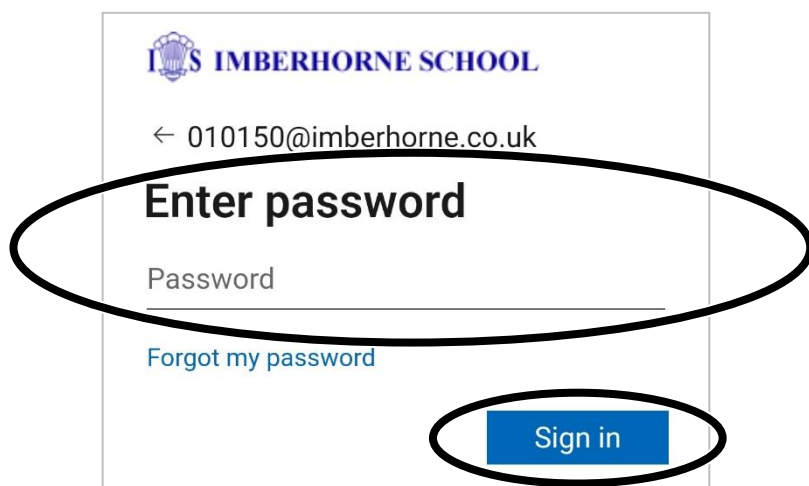
Enter your email
010150@imberhorne.co.uk

ADD GOOGLE ACCOUNT

PRIVACY AND TERMS

CONTINUE

- 6) Enter your usual school password, then tap “Sign In”:



IMBERHORNE SCHOOL

← 010150@imberhorne.co.uk

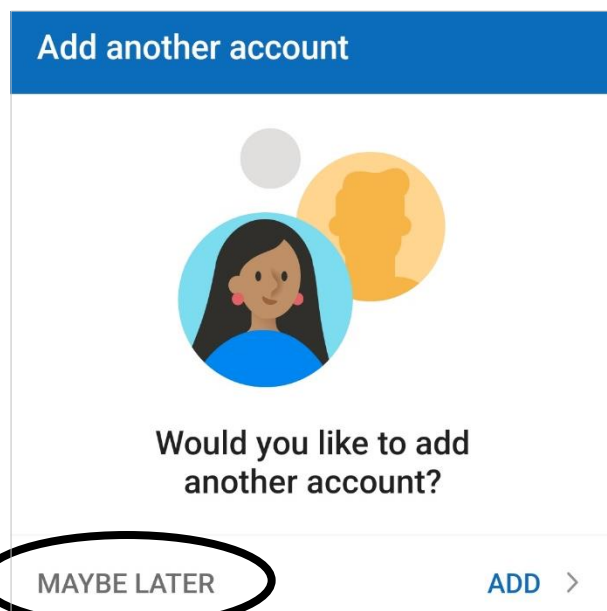
Enter password

Password

Forgot my password

Sign in

- 7) Finally, tap “Maybe later”:



Add another account

Would you like to add another account?

MAYBE LATER

ADD >