



# Setting up Email

## For Office 365, Outlook on a Mobile Device

From the app store (iOS or Android),

**Download** the Outlook App. Screen shots below are for an iPhone, but the setup is the same for Android.

On the first screen enter your district email account.

**(FirstInitialLastName)@everettsd.org**

Tap **Add Account**.

In the user field, type:

**EmployeeID@apps.everettsd.org**

In the password field, type:

Your **current password**

Tap **Sign In**

Tap: **Let's Do it!**

To complete the setup process.

The first screenshot shows the 'Add Account' screen. At the top, it says 'Add Account' with a question mark icon. Below that, it says 'Enter your work or personal email'. The email address '@everettsd.org' is entered. There is a blue 'Add Account' button at the bottom. The status bar at the top shows 'LTE', '3:25 PM', and '74%' battery.

The second screenshot shows the 'Sign in' screen. At the top, it says 'Sign in with your organizational account'. Below that, there are two input fields: one for the email address '@apps.everettsd.org' and one for the password. There is a blue 'Sign in' button at the bottom. The status bar at the top shows 'LTE', '3:26 PM', and '74%' battery. At the bottom, there is a question 'Would you like to add another account?' with two buttons: 'Maybe Later' and 'Let's Do It!'.