

How to add Student email to Outlook on Mobile Device

This procedure describes how to add your Charter College student email account to either an iPhone or Android phone using the Outlook app

If you've never used Outlook on your phone before

- 1) Go to the **App** store (iPhone) or **Google Play** store (Android), download **Outlook App**. It's free. Start following prompts to add new account (Skip to step 3)

If you already have Outlook on your phone

- 2) Open the **Microsoft Outlook** app and select profile image to get to **Settings**
In **Settings** select **Add Mail Account** then **Add Email Account**.
Note: If this is your first time using the app, select *Add Account* from initial screen.
- 3) Enter your **student email address** (example: *jdoe1@s.chartercollege.edu*) and select **Sign In**.
- 4) App will redirect you to a sign in page with Charter College logo.
Enter your password and select **Sign in**.
- 5) You'll receive a Multi-Factor Authentication request for verification by **phone call**, **text code**, or **Microsoft Authenticator App**. Verify based on method you've setup on your student account.
- 6) If prompted answer **Yes** to the question *Let this app access your info?* You can change these permissions at any time in your account settings.
Note: If you select **No**, the Microsoft Outlook app **won't be able to set up your account**.
- 7) If you don't need to add another account, select **Maybe Later** to access your account.