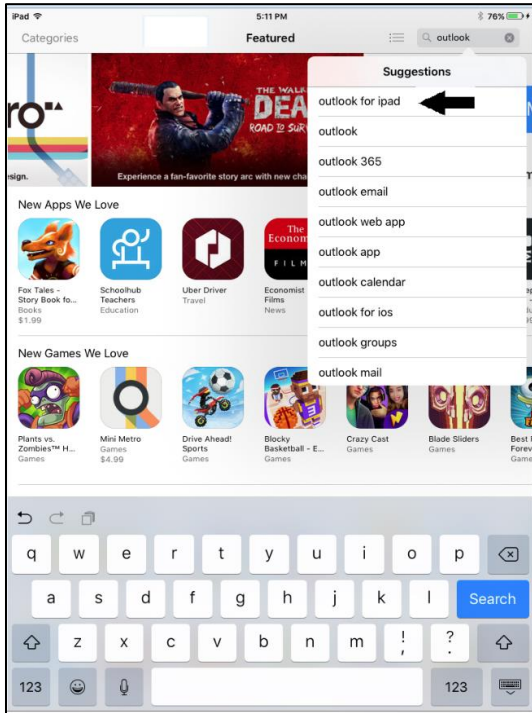
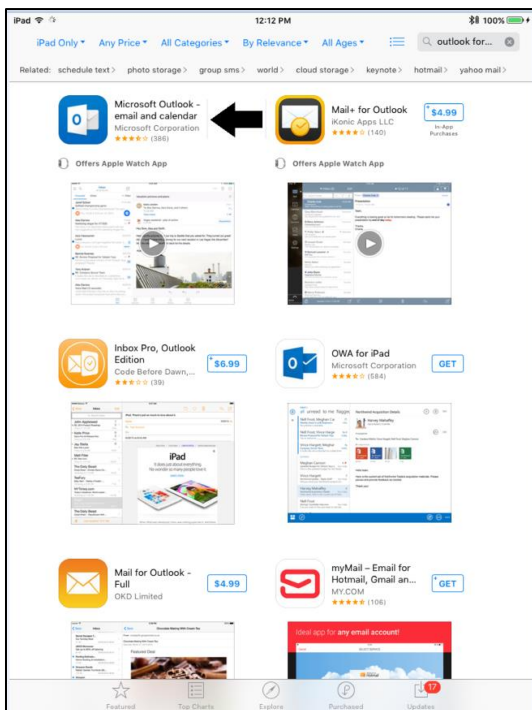


Installing the Outlook App on an iPad

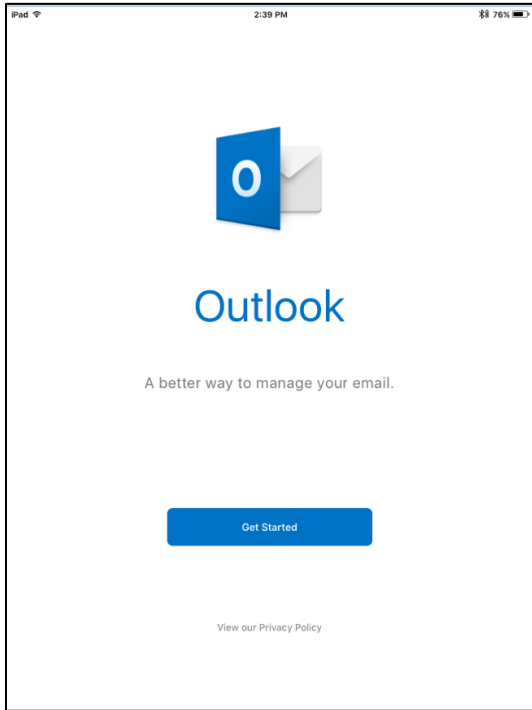
1. On your iPad phone, go to the App store and type in “Outlook for iPad”.



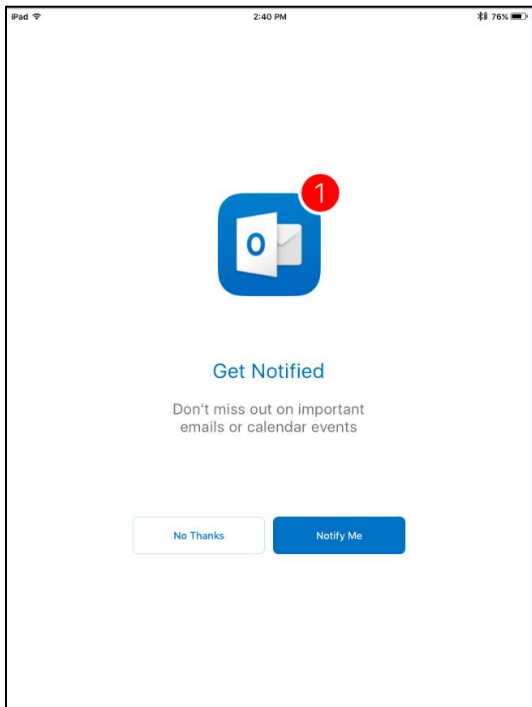
2. Download the “Microsoft Outlook – email and calendar” app indicated by the arrow below.



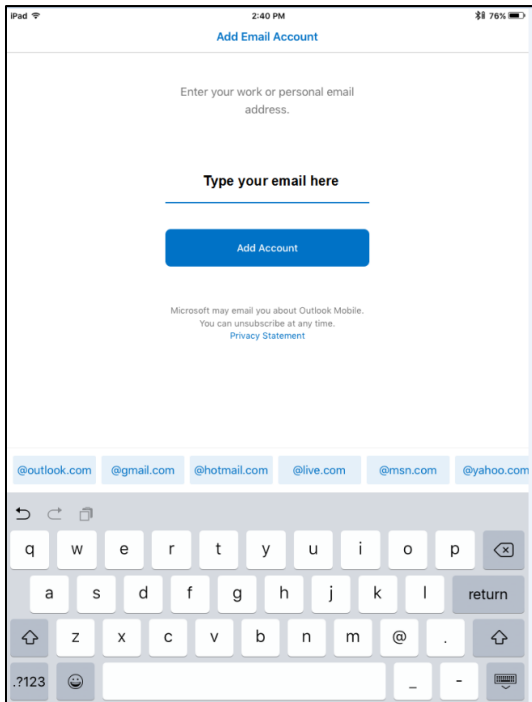
3. Once the App has downloaded, open the Outlook App and press the “Get Started” button.



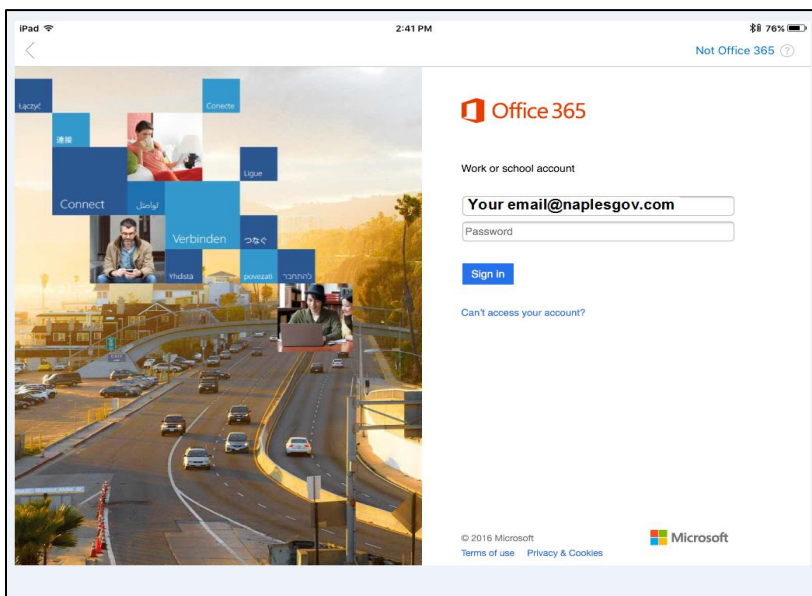
4. On the “Get Notified” screen, select the “Notify Me” option (highlighted in blue).



5. On the “Add Email Account” page, type in your work email address where the sample address is located, and then press the “Add Account” button which will turn blue. Be sure to use the **@cityofmarcoisland.com** domain and not one of the defaults.



6. After adding your email account, you'll be routed to the Office 365 portal shown on the image below.



7. Welcome to Outlook 365.

