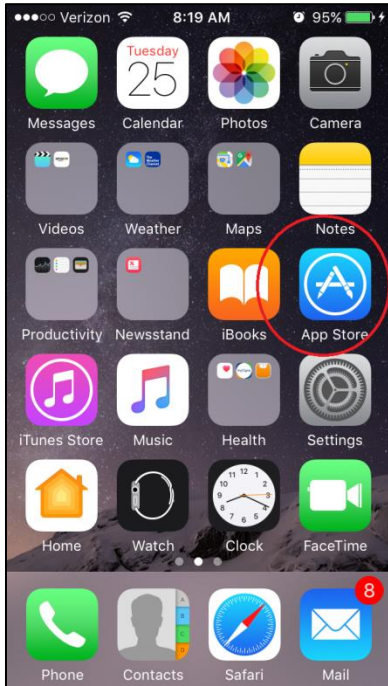
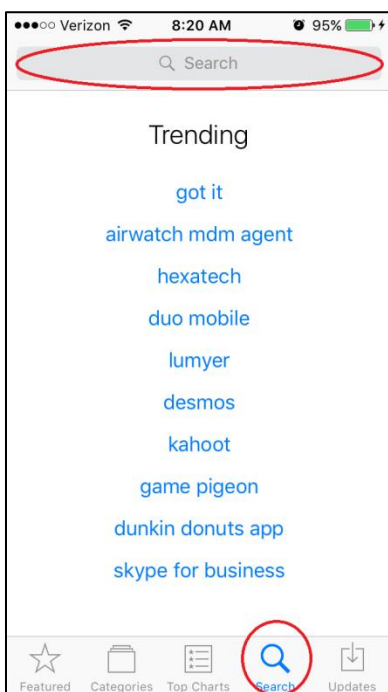


## Installing the Outlook App for iOS Smart Phone Users

1. On your iOS smart phone, go to the App store.



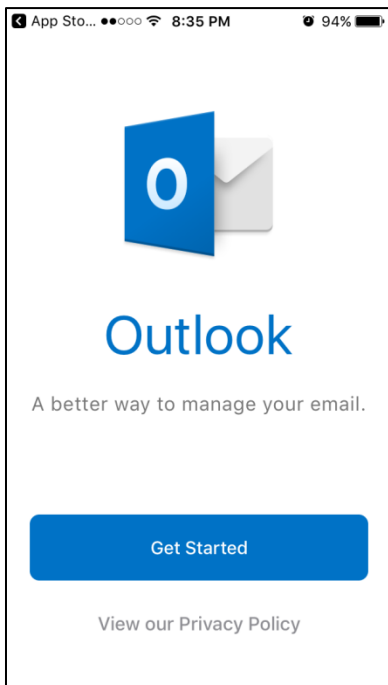
2. In the App store, go to the "Search" function, and type "Microsoft Outlook" into the "Search Box".



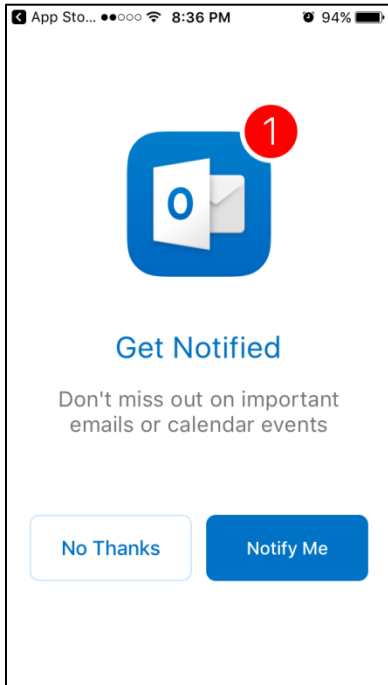
3. Select the App “Microsoft Outlook – email” from the Microsoft Corporation. Be sure that it is the same App as the one in the screen shot. Press the “+Get” button to begin downloading the App.



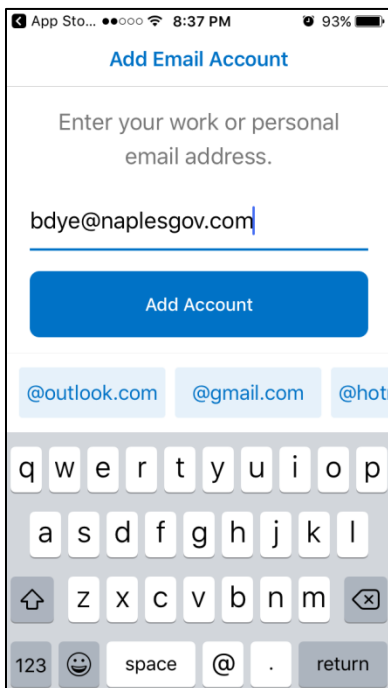
4. Once the App has downloaded, open the Outlook App and press the “Get Started” button.



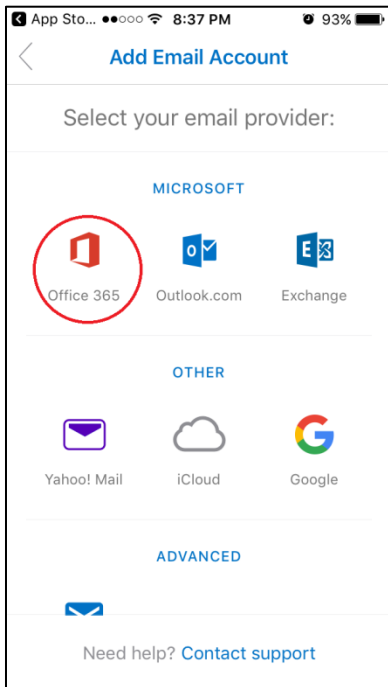
5. On the “Get Notified” screen, select the “Notify Me” option (highlighted in blue).



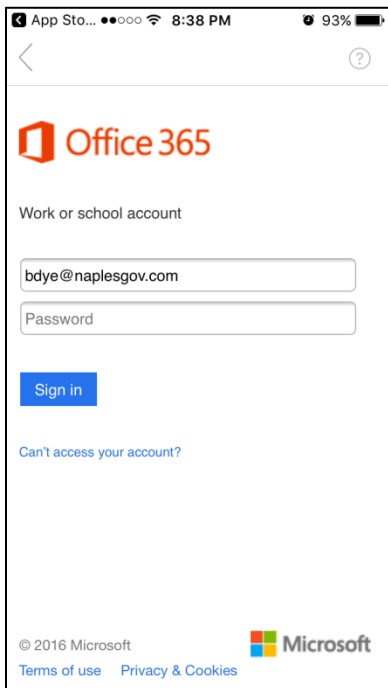
6. On the “Add Email Account” page, type in your work email address where the sample address is located, and then press the “Add Account” button which will turn blue. Be sure to use the **@cityofmarcoisland.com** domain and not one of the defaults.



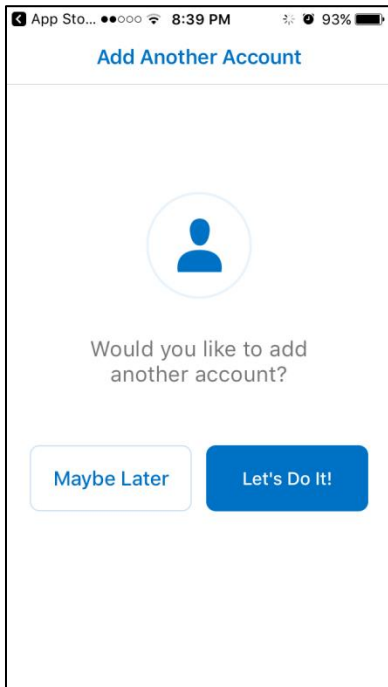
7. On the “Select your email provider” page, select “Office 365”.



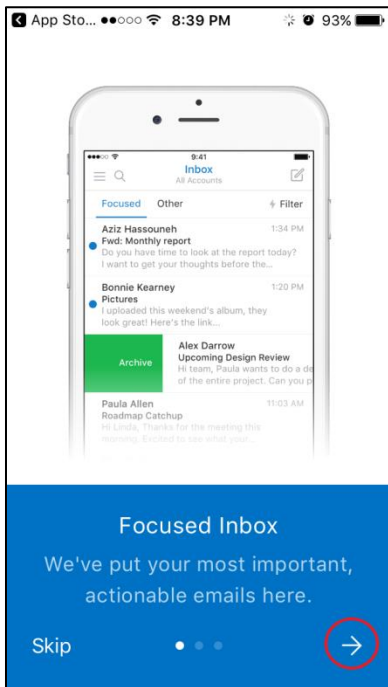
8. The Outlook App will begin to connect to Office 365 and will require you to enter your work password. Once you have entered your regular computer log-in password, press “Sign In”.



9. After your Office 365 account has been added, Outlook will ask if you want to add other email accounts. Select “Maybe Later”. It is at the user’s discretion to add other email accounts that they may have to this app; and then may be added later through the “Settings” tab in the App.



10. Once your account has been added to the device, please take a moment to read the features of the App by pressing the “right” facing arrow.



11. When the App installation is complete, you will be directed to your Inbox.

