

MICROSOFT OUTLOOK APP FOR iOS

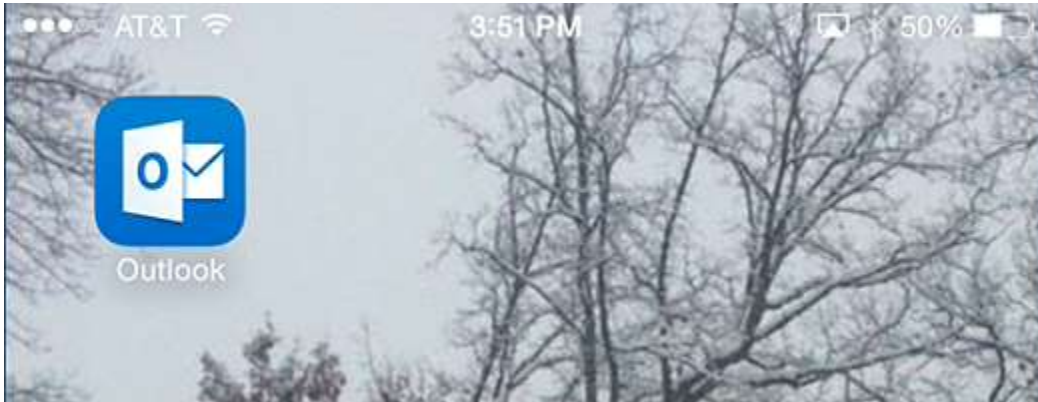
(revised: 2/11/2015)

Using the Microsoft Outlook app to access Prince of Peace Christian School email on an iPad or iPhone:

Install the app on your device by searching for “Microsoft Outlook” in the App Store or using this link:

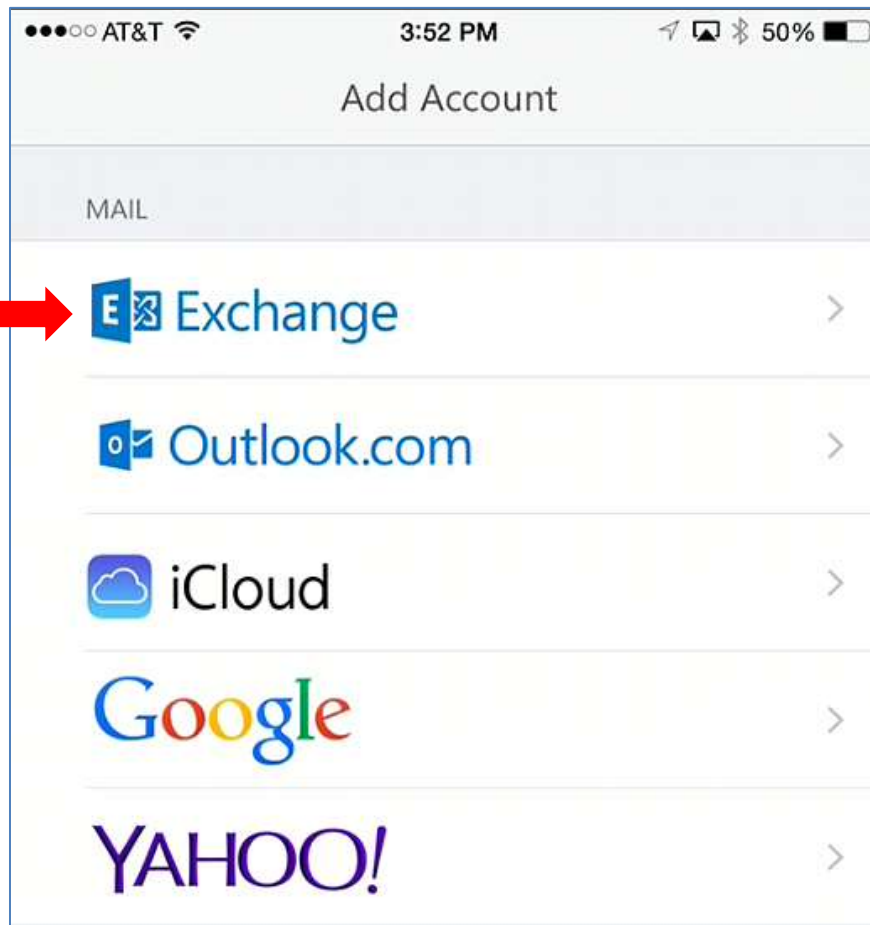
<https://itunes.apple.com/app/id951937596>

To set up your email, tap on the Outlook icon:



You may get a short “tour” at first. That will be helpful to check out – including the information on the new “Focused Inbox.”

To add an account, choose “Exchange” from the list.



On the next screen, type in your POPCS email address, your password, and a description – which can be any text you would like to differentiate the POPCS account from others you might add later.

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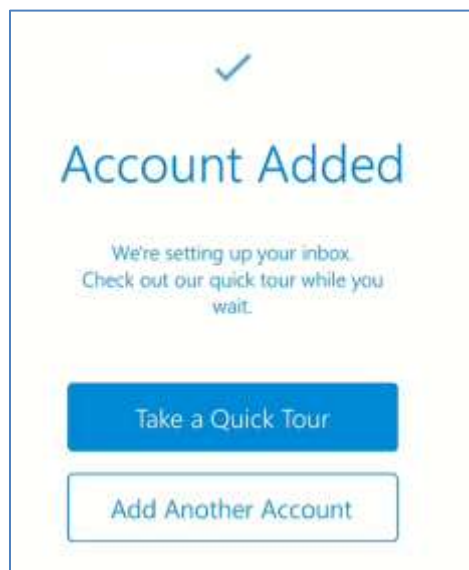
< Add Account Exchange OK

Email help@popcs.org

Password ●●●●●●●●●●●●●●●●

Description HELP email

Once the system verifies your password, it will give you the following screen:



You can add another account (like your Gmail or Yahoo email) or take a tour. Once you get to your Inbox, notice the various settings at the bottom of the screen. Note that you can add Dropbox or Google Drive attachment options under the “Files” tab.

