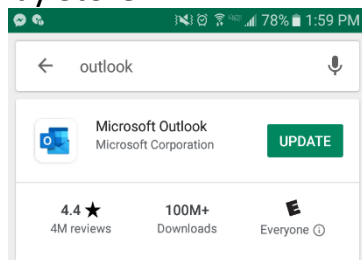




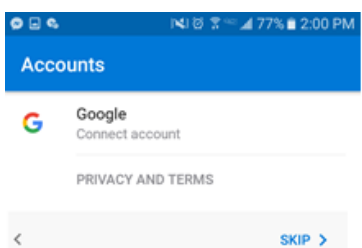
Connecting to College Email

Android Devices:

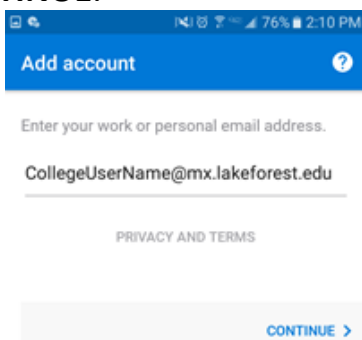
1. Download the Outlook app from the Play Store



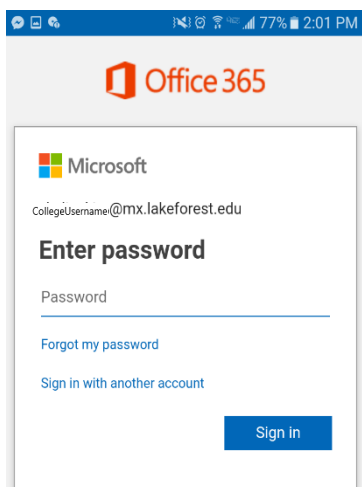
2. Open the Outlook app and **SKIP** the Google account page.



3. Enter your college email address in full in the username area and press **CONTINUE**.

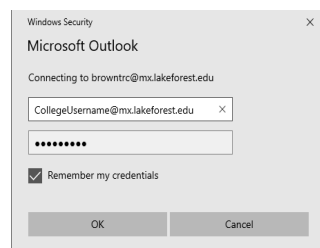


4. Enter your college email password in the password area. Press **Sign In** and go through the set up process.

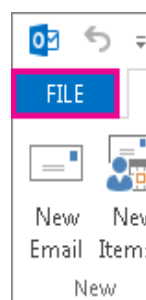


PC Laptop – Outlook:

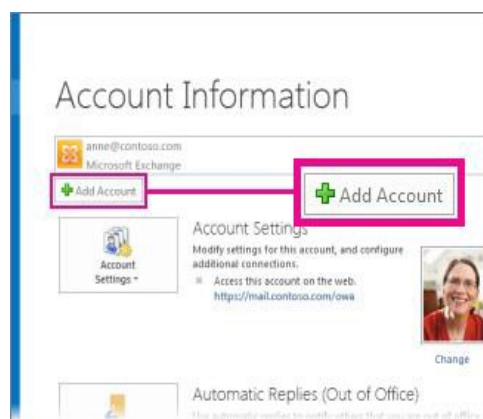
1. Open Outlook 2016 or Outlook 2019. When the Outlook opens, use your school email and password to log-in, select **OK**.



2. If the Wizard didn't open or you want to add an additional email account, on the Outlook toolbar select the **File** tab.



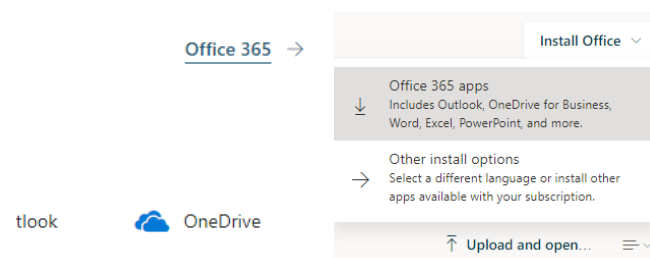
3. Select **Add Account**.



4. Enter your college password in the password area. Press **Sign In** and go through the set up process.

Mac – Outlook for Mac:

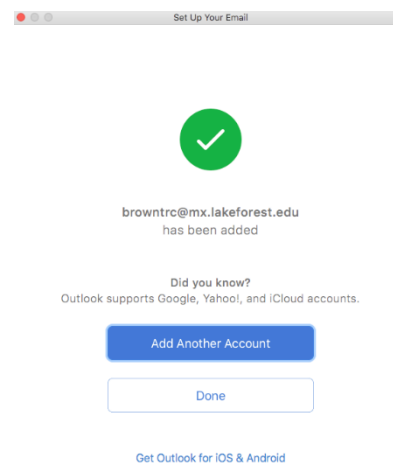
1. Log in to your **Office 365** account. Click the **Office 365** button, once the new window opens, click on **Install Office, Office 365 apps**.



2. Once the download has completed, open **Finder**, go to **Downloads**, and run the **Microsoft_Office_Installer.pkg**. Follow the installation process. Enter your Mac login password to complete the installation.

3. Once the installation is complete, use the **Launchpad** to find **Outlook** app, and open it. **Sign In** using your college login and password.

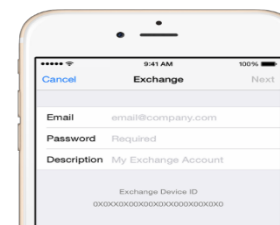
4. You can add more email accounts to the Outlook, for that press **Add Another Account**. If you are done, press **Done**.



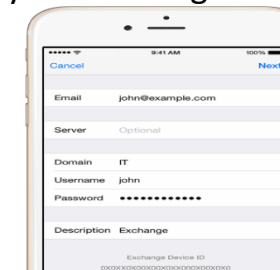
5. Now your Outlook is ready for use. Remember that Office 365 also includes Word, Excel, and other office apps that are now available on your Mac.

Microsoft Exchange on iPhone/iPad:

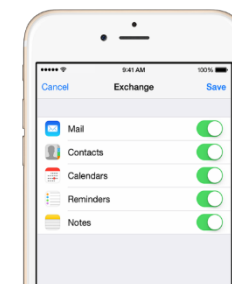
1. Select **Settings**.
2. Select **Passwords & Accounts**
3. Select **Add Account**.
4. Select **Microsoft Exchange**.
5. Enter your Lake Forest email address (login@mx.lakeforest.edu) and password. You may also add a description to the account if you would like.



6. Your iOS device will now try to locate your Exchange Server.



7. Choose which content you would like to synchronize: Mail, Contacts, and Calendars.



8. Select **Save** when finished and your Lake Forest email should be set up on your smart phone.

Note: To modify your exchange settings, select Settings, select Mail, Contacts, and Calendars, select your Exchange account and then select Account Info.

Outlook on iPhone/iPad:

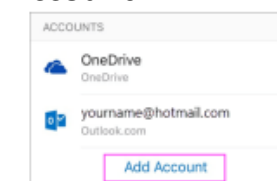
1. Download and/or open **Outlook for iOS** from Apple Store. Open it.



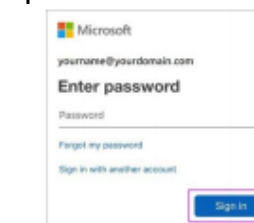
2. Tap the menu icon the upper left corner.



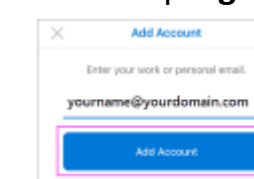
Tap **Settings > Add Account > Add Email Account**.



3. Type your full email address, then tap **Add Account**.



4. Enter your email account password and tap **Sign In**.



5. If **2-step verification for Office 365** is enabled, verify yourself using the method you set up (6 digit code, phone call, or using the Microsoft Authenticator app.)

6. Tap **Yes** or **Allow** if you want to give Outlook permission to sync calendar, contacts, etc.

