

## HOW TO SET-UP EMAIL ON MOBILE DEVICES

### 1.1. DOWNLOAD THE MICROSOFT OUTLOOK APP

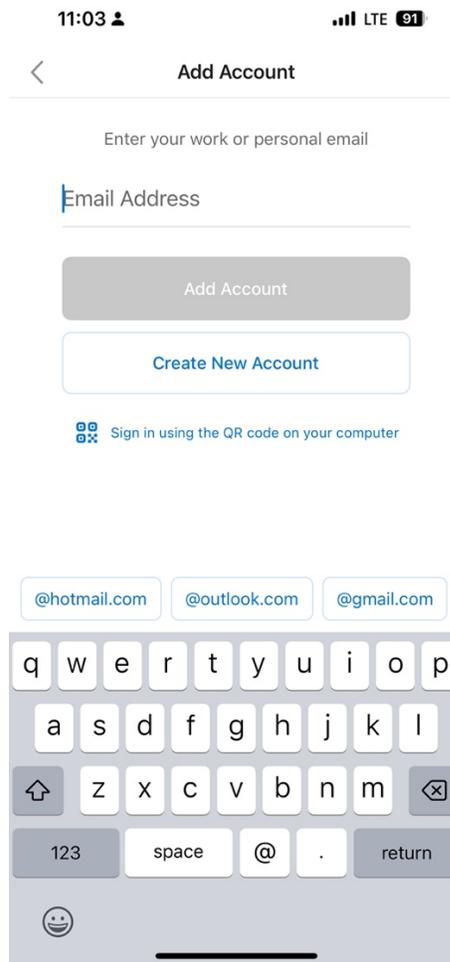
1.1.1. Open your device's app store and search "Microsoft Outlook".

- a. On iOS Apple devices, it is called App Store.
- b. On Android devices, it is called Play Store.

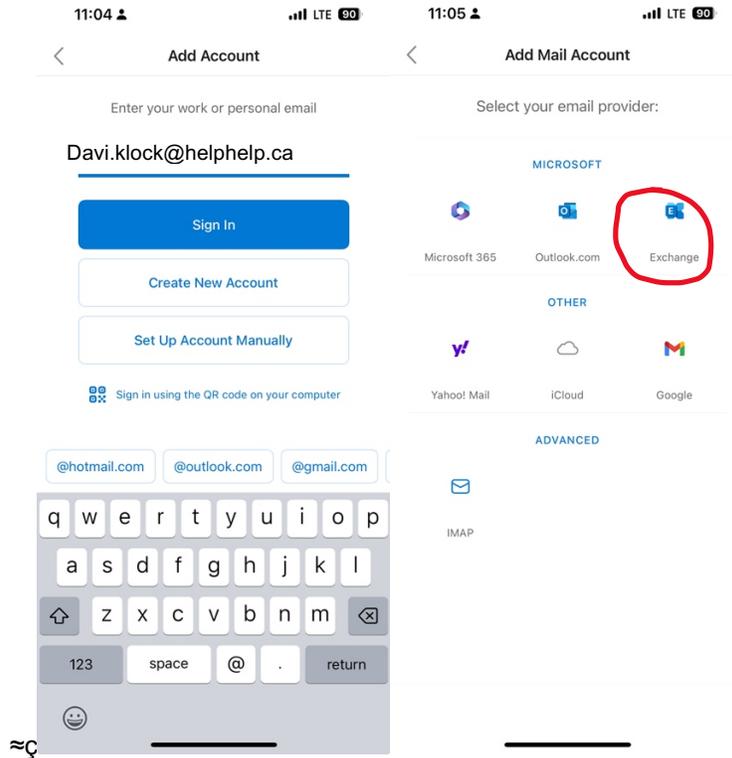


1.1.2. Install the app. You may need to enter a password or read your fingerprint to allow this.

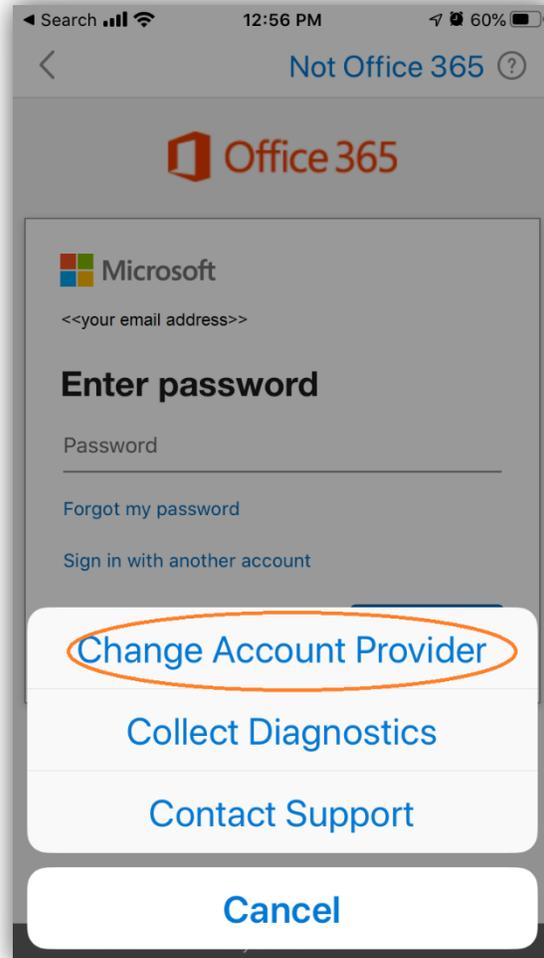
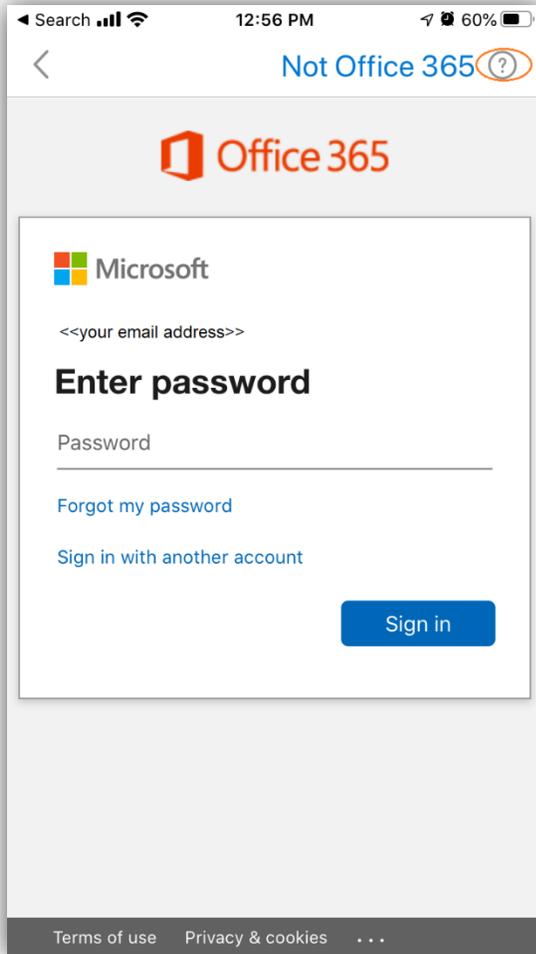
1.1.3. Open the App and click **GET STARTED**



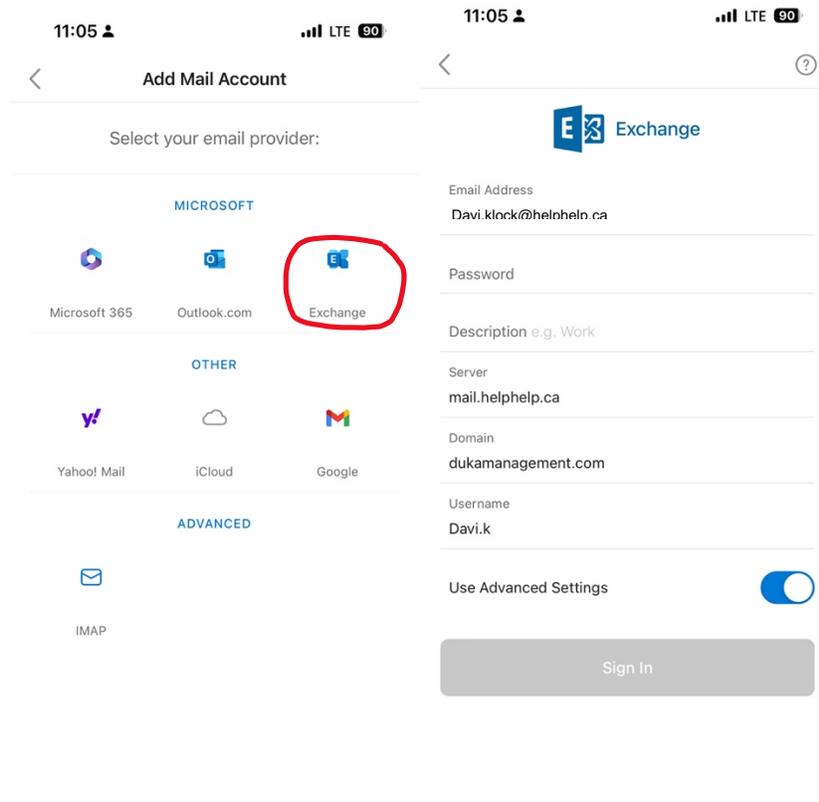
1.2. Enter your **Email ID** and click **CONTINUE**



1.3. If you don't see the email provider screen, click on the upper right corner **Question Mark**  and select **Change Account Provider**. OR - you might have to tap the back button at the bottom  to reach the next screen with multiple provider options.



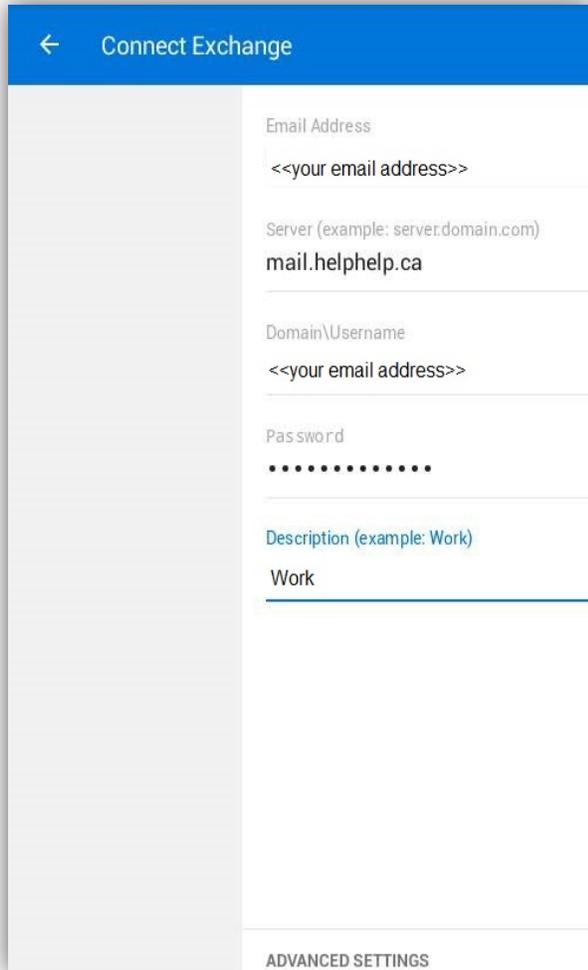
1.4. Select **Exchange** and **Switch ON Advanced Settings**



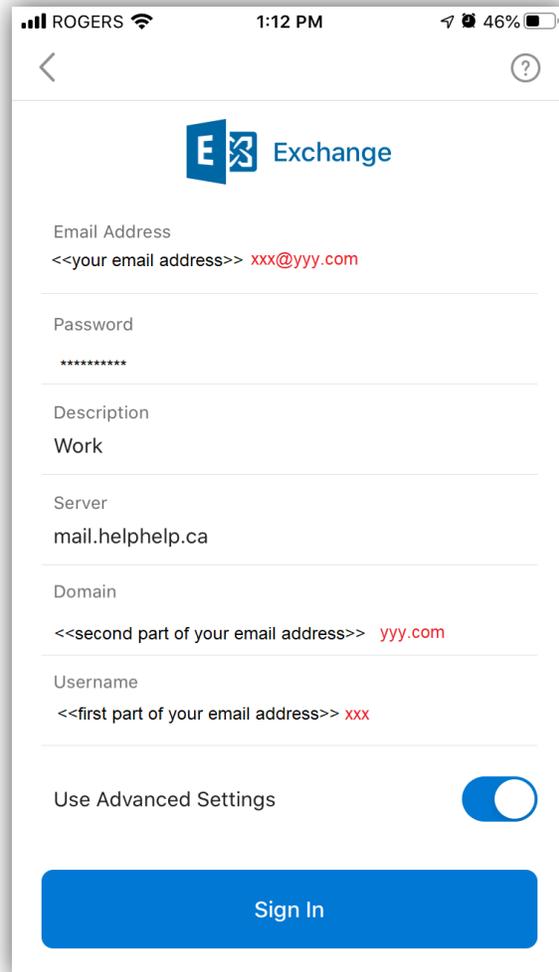
1.5. Enter the Server name “**mail.helphelp.ca**”, your **email address** and **password**.

- a) If it says Domain\Username – enter your email address
- b) If it says Domain **AND** Username separately – enter  
 Domain – the second part of your email address (after @...)  
 Username – the first part of your email address (before ..@)

a)



b)



1.6. Click **SIGN IN** or the checkmark  to finish setting up the email.

**FOR ANY TECHNICAL SUPPORT – Please call HelpHelp.ca at 416-342-1538 extn 1.**



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