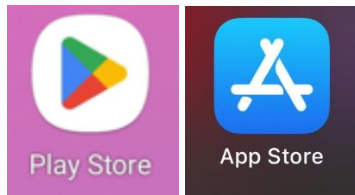


This Document will assist you in installing and setting up Outlook on your Android phone or iPhone to be able to receive Mauryk12 emails. The process is very similar on both phones, to highlight any differences, we've included screenshots from both an Android phone and an iPhone. Throughout the Document Android screenshots are on the left and iPhone screenshots are on the right.

Open the Google Play Store or Apple App store on your phone.



Search for "Microsoft Outlook"

The icon should look like this:



If you've never set up Two Factor Authentication for your email you'll also need to search for and install the app "Microsoft Authenticator". If you already have Two Factor Authentication setup, you can skip ahead to the Outlook portion.

The Microsoft Authenticator icon looks like this:



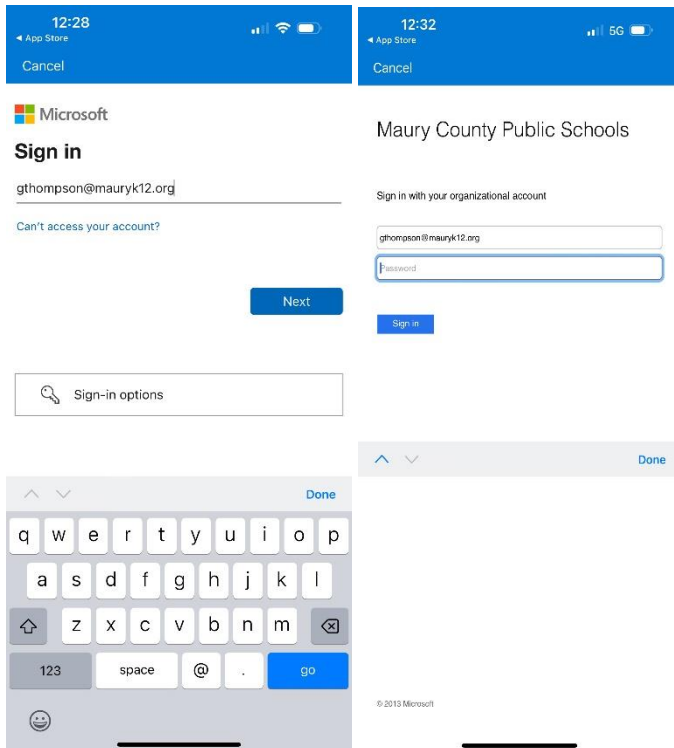
We'll need to set up Microsoft Authenticator before we can set up your email.

The following steps only have iPhone screenshots. The steps are the same.

The first screen you'll see in the Microsoft Authenticator app will give you three options to sign in. We want to choose the "Add work or school account" option

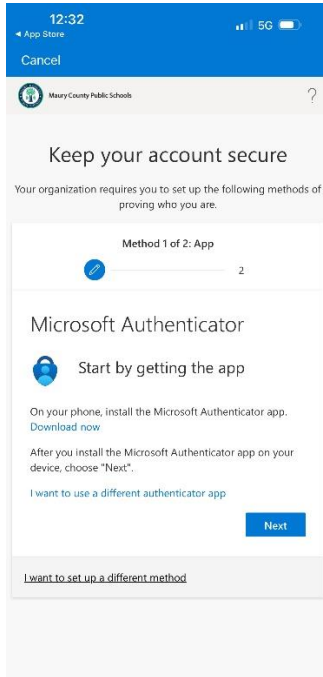


You'll be sent to a screen where you can input your full email address, do that and it'll take you to another screen where you can enter your password.

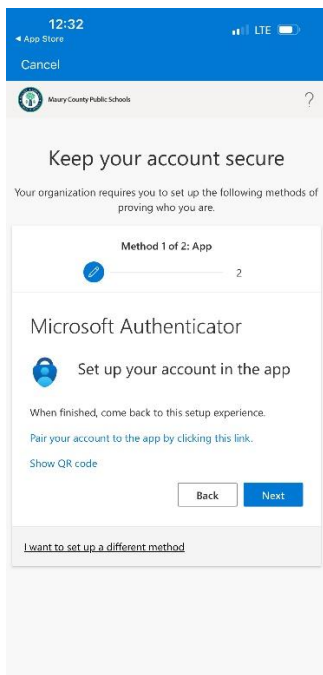


Next you'll get to a screen that says "More information required", just hit Next there to get to the next screen.

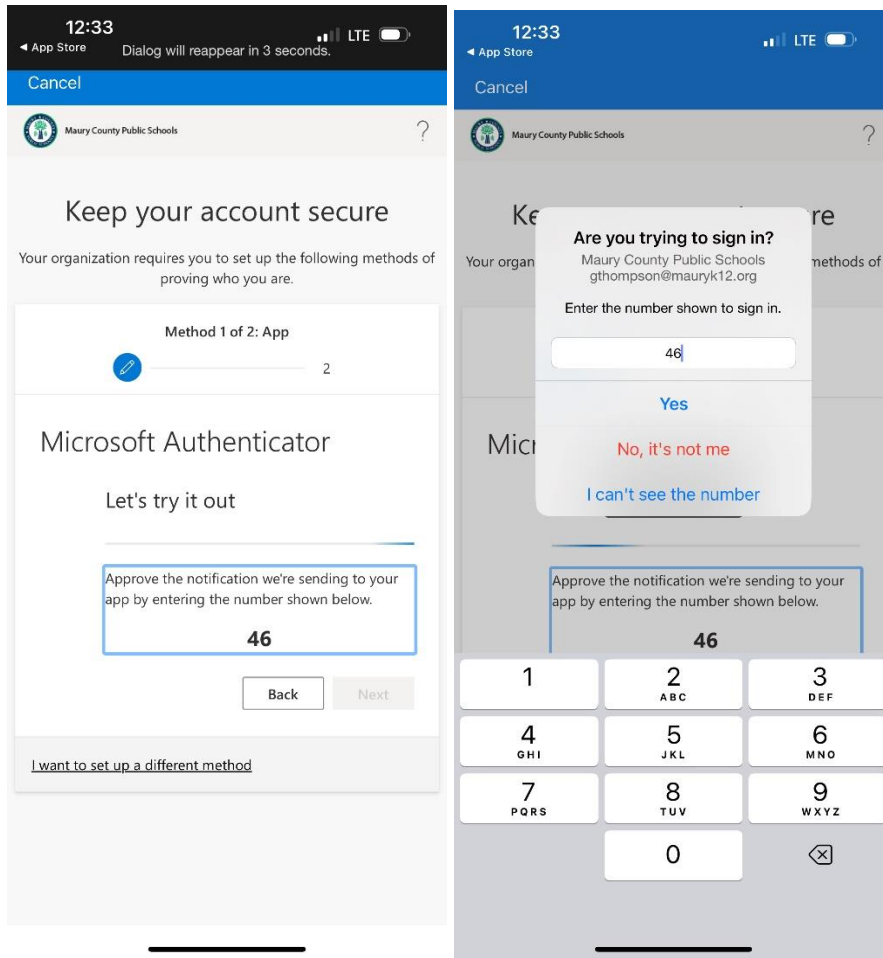
After doing that, you'll be taken to a screen that says "Keep your account secure" and "Microsoft Authenticator" and a note saying "Start by getting the app".



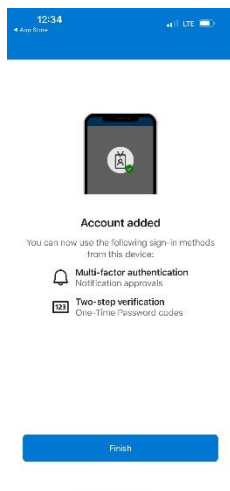
Once here you'll want to click on "Pair your account to the app by clicking this link"



It'll send you to a new page with a two-digit number and then a prompt will appear and ask you to put that two-digit number in.



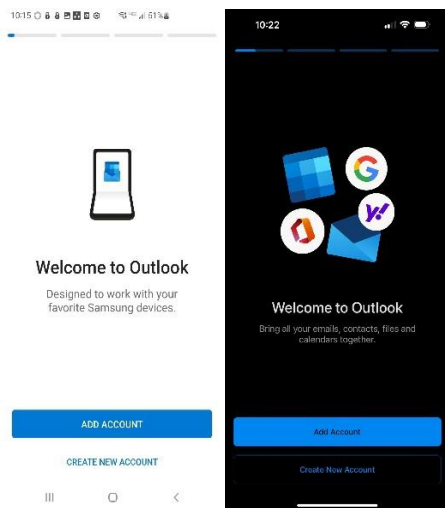
Once done, your Microsoft Authenticator will be set up! You'll be at a new screen that will let you know your account has been added. Press finish, and move on to the Outlook Setup



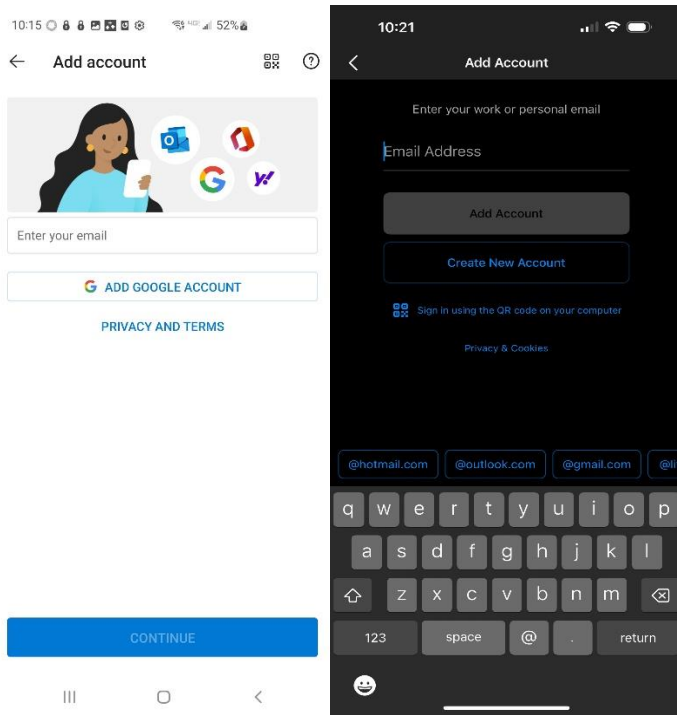
Outlook Setup:

Once it's downloaded, open the new Outlook app

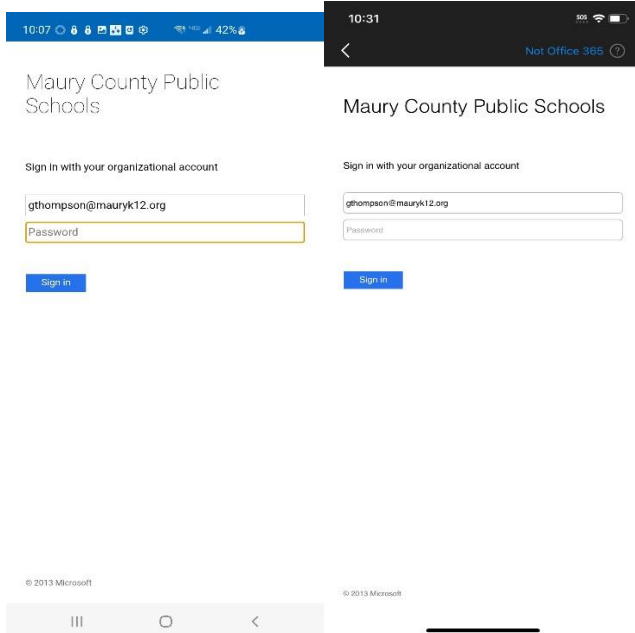
Tap on the Add Account button near the bottom of the screen



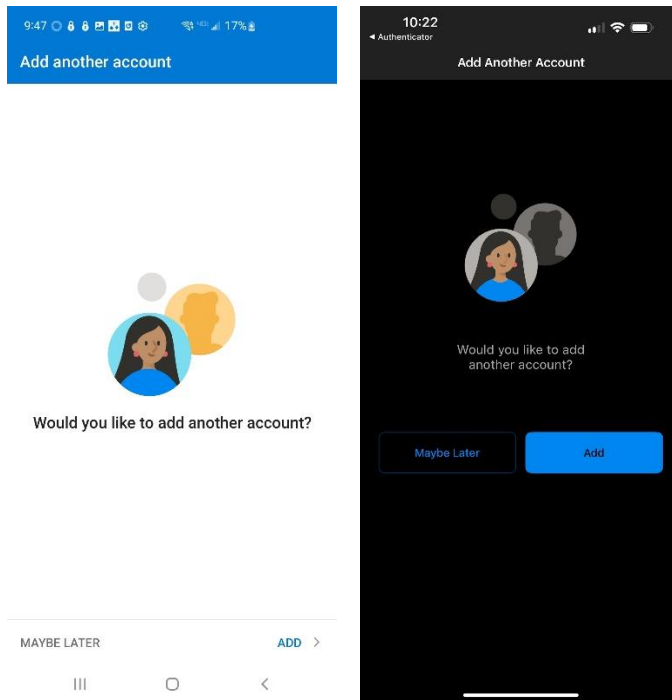
Enter your full Mauryk12.org email address in the “Enter your Email” Field and tap Continue.



You'll be taken to a new screen where you can enter your password, once you do that and click Sign In



You'll be prompted for your Two Factor Authentication, complete that and you're taken to one last screen where it asks if you'd like to add another email account to the outlook client. Tap on "Maybe Later". You can always add another account later if you wish to.



Congrats, your outlook is now set up and you should start seeing emails soon!