**How to install Outlook for emails on a Mobile**

**On the mobile phone:**

Depending on what phone you have, open up the App store or Google Play.

**1.** Type in ‘**Outlook**’.

**2.** Click on ‘**Install**’



The Microsoft Outlook app should now be installed.

**3.** Insert your school email address.



**4.** It will ask for your password. Type it in.

Your emails should now be working through your phone.

