1. Download the following App to your smartphone:

Search for the term depending on your device:

**Office365** – on iPhone
**Microsoft Outlook** - on Android

![Office365 App on iPhone](image1)

2. The following interface will open-up on your smartphone:

![Microsoft Outlook on Android](image2)

Click on the button: Get Started
3. If you want or do not want [Notifications] - select the option you would like:

4. Enter your lextheo.edu email account into the empty box. For instance you'll be using the same log-in you used for your webmail log-in. This is most likely your first 3 letters of your first name and the first 5 letters of your last name along with lextheo.edu

For Example: brobaker@lextheo.edu
5. You will see the following screen, please enter your password one more time. This step will take about 10-15 seconds to load, you might see a spinning wheel in the middle of your device.

6. You will be asked to add another account, please select [maybe later]
7. Click on button [skip] to move through the set-up process:

8. FINISHED
The email account is now set-up on the smartphone.

Below are some tips I recommend adjusting within the app.

9. Click on the [gear] icon. This gear icon will be located on the bottom right-hand side on the iPhone and the top-right hand side on the Android phone.
10. Click on the button [signature] and remove the advertised message. You can create your own signature, if needed.

11. The last suggestion is turning off the [focused inbox] and [organize by thread] buttons.