

This procedure describes how to add your Charter College student email account to either an iPhone or Android phone using the Outlook app.

If you've never used Outlook on your phone before

- 1) Go to the App store (iPhone) or Google Play store (Android), download Outlook App. It's free. Start following prompts to add new account (Skip to step 3)

If you already have Outlook on your phone

- 2) Open the Microsoft Outlook app and select profile image to get to Settings. In Settings select Add Mail Account then Add Email Account.
Note: this is your first time using the app, select "Get Outlook" from initial screen.
- 3) Enter your student email address (example: chartercollege@chartercollege.edu) and select Sign In.
- 4) App will redirect you to a sign in page with Charter College logo. Enter your chartercollege@chartercollege.edu s chartercollege@chartercollege.edu Go d o