Email Setup – Android and Apple mobile devices

1. Install the 'Microsoft Outlook' app onto your device.
   The following are links to 'Microsoft Outlook' for the Google PlayStore and the Apple App Store.

   Google PlayStore   (Android)

   https://play.google.com/store/apps/details?id=com.microsoft.office.outlook&hl=en

   Apple App Store   (iOS)

   https://apps.apple.com/us/app/microsoft-outlook-email-calendar/id951937596

2. After 'Microsoft Outlook' app has been installed onto your device, tap on it to launch it

Tap on Outlook app to launch
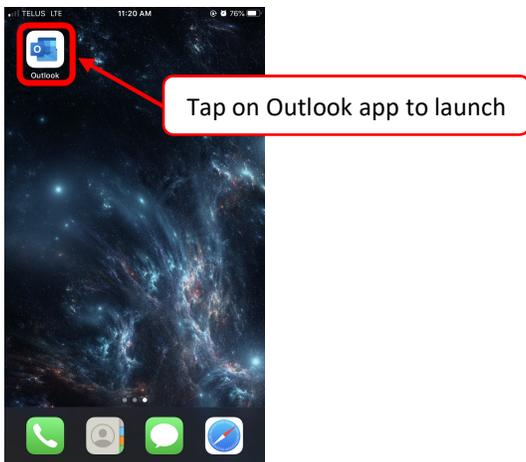
3. If this is your first time setting up a Prairie Spirit email address on your device, tap on 'Get Started'. Now proceed to Step 4.

   If you have set up your Prairie Spirit email on your device previously, it will display a different screen. Tap on 'Add Account' then tap on 'Maybe Later'. **You should now see your inbox and have completed email set up on your device.**

Tap on 'Get Started'

Tap on 'Add Account'
On next screen tap on 'Maybe Later'
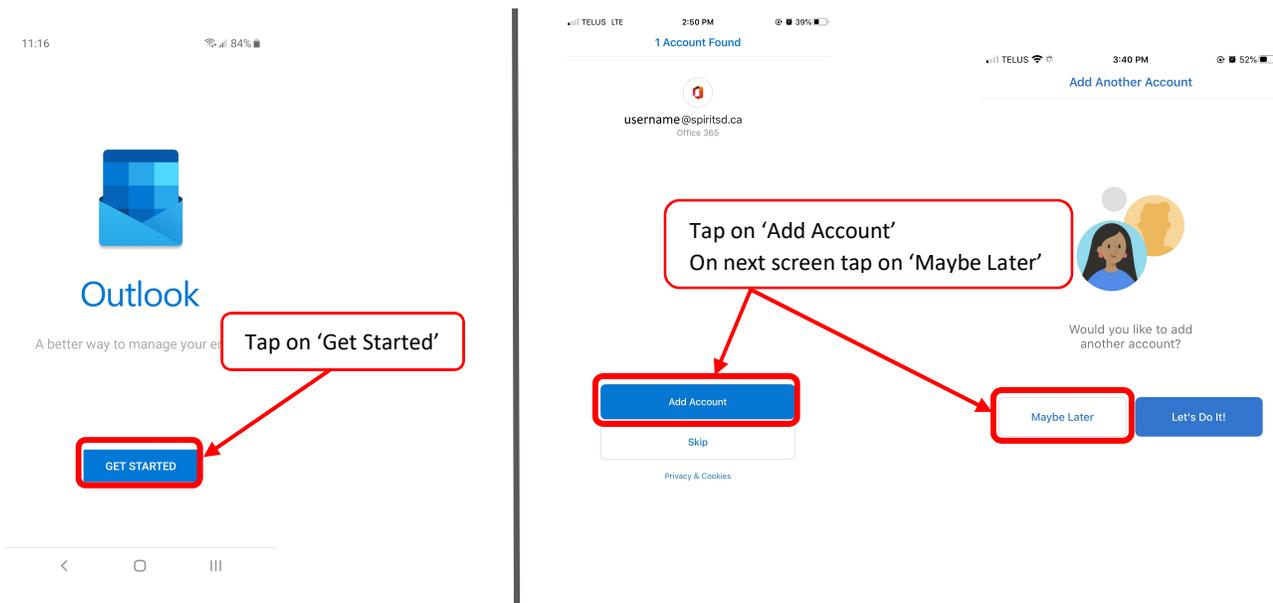
4. On the 'Add Account' screen, type in your account information in the following format:
   username@spiritsd.ca (ex. ab123@spiritsd.ca)
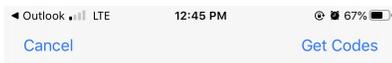   Tap on 'Add Account' when finished.
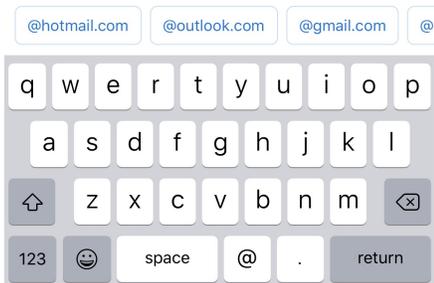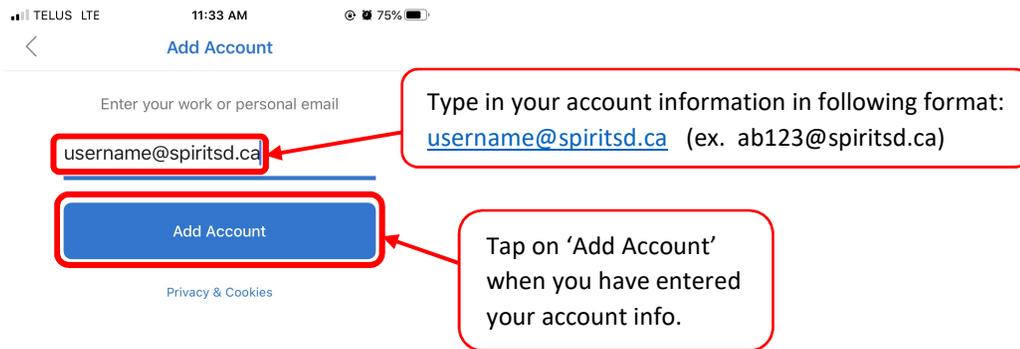
5. You will be redirected to a login page. Enter your credentials in the following format:
   username@spiritsd.ca   (ex.   ab123@spiritsd.ca)
   your password
   Tap on 'Sign In' when finished.

6. You will then be prompted to add another account. Tap on 'SKIP' or 'Maybe Later'   (the wording is different on Android vs iOS)

Tap on 'Skip' or 'Maybe Later' (wording varies from Android to iOS).
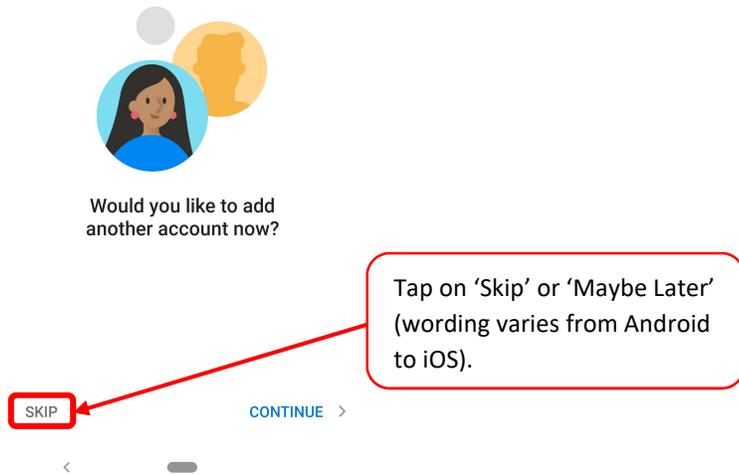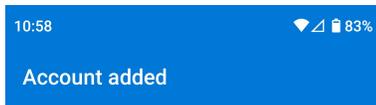
7. You have now completed the email set up for the Outlook app.