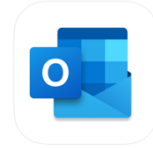


Microsoft Outlook

Microsoft Outlook is the suggested app when using a district iPad. A few reasons why Outlook is important to use:

- The Outlook app controls all other Microsoft apps (Word, Excel, PowerPoint, Teams, etc.) Once the Outlook app is setup, it will automatically login students into all other Microsoft apps associated with their district account.
- Easy access to student email and calendar.



1. Make sure the **Microsoft Outlook** app has been downloaded from the **Self Service** app on your iPad.
2. Open the **Microsoft Outlook** app.
3. If asked, select the icon that says **Office 365**, if not move to the next step.
4. Enter your **district email address** in full (your screen might look one of two ways).

A screenshot of the "Add Account" screen in the Outlook app. At the top, there is a back arrow and the text "Add Account". Below this, it says "Enter your work or personal email". There is a text input field labeled "Email Address". Below the input field are two buttons: "Add Account" (grey) and "Create New Account" (white with a blue border). At the bottom, there is a link for "Privacy & Cookies".A screenshot of the "Sign in" screen in the Outlook app. At the top, there is the Office 365 logo. Below it is the Microsoft logo and the text "Sign in". There is a text input field labeled "Email or phone". Below the input field is a link for "Can't access your account?". At the bottom right, there is a blue button labeled "Next".

5. Tap **Next**.

6. Enter your district email **password** and tap **Sign In**.



Sign in with your organizational account

xx123456@dpisd.org

Password

Sign in

Sign in to this system using your Deer Park ISD staff or student username and password. Unauthorized access is prohibited and is a crime under federal and state law.

7. Tap **Maybe Later**.
8. Tap **Turn On Notifications**.
9. Tap **Allow**.
10. Tap the **3 Lines** in the top left of the screen.
11. At the bottom left, tap the **Gear icon** and then look for the following categories to adjust the settings:

Signature	Get Outlook for iOS >	←
Swipe Options	Mark Read / Delete >	←
Focused Inbox ?	<input type="checkbox"/>	←
Organize By Thread	<input type="checkbox"/>	←

12. **Focused Inbox** – Tap to Turn OFF
13. **Organize by Thread** – Tap to Turn OFF

14. **Swipe Options** - For **Swipe Right**, set to Mark Read/Unread; For **Swipe Left**, set to Delete
15. Tap the **Back Arrow**.
16. Tap **Signature** – Create your Email Signature here. All students should have the following signature: **Sincerely, Type Your First and Last Name** (Ex: Sincerely, Joey Roebuck)
17. Tap the **Back Arrow**.
18. Tap the **X** to Save.
19. The **bottom menu bar** of the Outlook app allows you to switch back and forth to your **email** and **calendar** with ease.

