

Mobile Devices

Use the Outlook App from the App store

Go to your device's APP store and install the Outlook App unless you already have it installed.

Open the app and click on Add Account

When prompted, type in your HSC email address

The app will auto-detect our Microsoft 365 environment and ask you for your password Enter the password for your HSC email and you will be connected

OR

Use the mail app that came with your device (complete step 1 for your device then step 2)

1. Android device

Remove your email account if you were using the mail app prior to Microsoft 365

Go to Applications > **Email**. ...

On the **Email** screen, bring up the settings menu and tap **Accounts**. ...

Press and hold the Exchange **Account** you want to **delete** until the Menu window opens.

On the Menu window, click **Remove Account**. ...

On the **Remove Account** warning window, tap OK or **Remove Account** to finish.

1. Apple Device

Remove your email account if you were using the mail app prior to Microsoft 365

From a Home screen, navigate: Settings. > **Mail**. If an app isn't available on your Home screen, swipe left to access the App Library. ...

Tap **Accounts**.

From the '**ACCOUNTS**' section, tap an **email account**.

Tap **Delete Account** (at the bottom; may require scrolling).

To confirm, tap **Delete** from My **iPhone**.

2. Re-add an account for your type of device

[Apple iOS Devices \[PDF\]](#)

[Android Devices \[PDF\]](#)

[Windows Phones \[PDF\]](#)