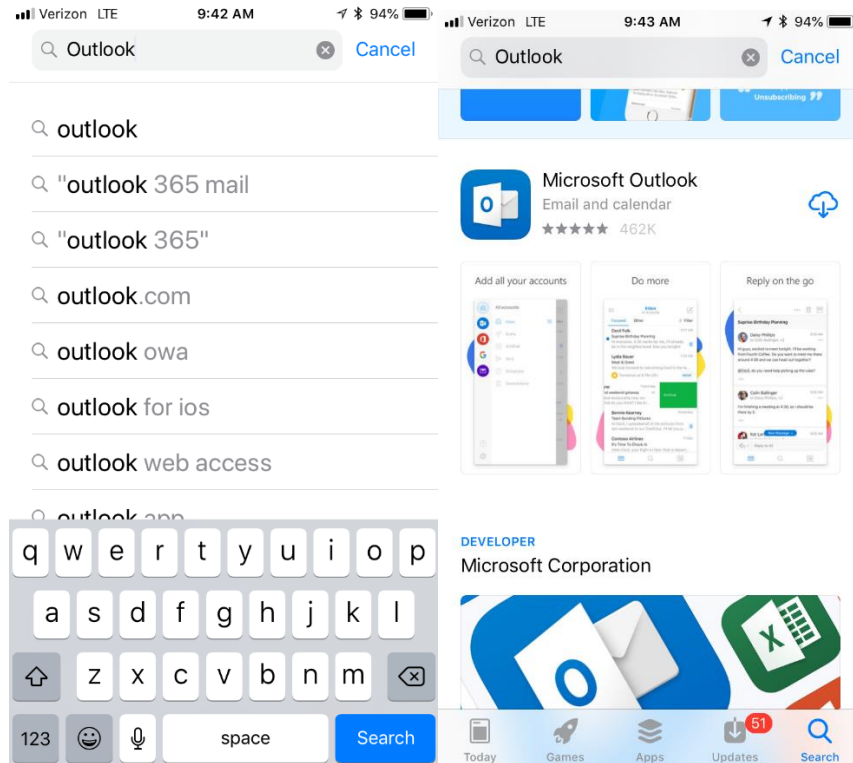


# Setting up your email on a Cell Phone

1. Open your app store and search for Outlook. We are using the Apple app store for this example so if you are using an Android device just use the Google Play Store. Download the Microsoft Outlook App.



2. Start the Outlook app. Press the Get Started button. Select your desired option for notifications. If you select Notify Me, you will get a pop up message every time you receive an email message on your school account.



Outlook

A better way to manage your email.

Get Started

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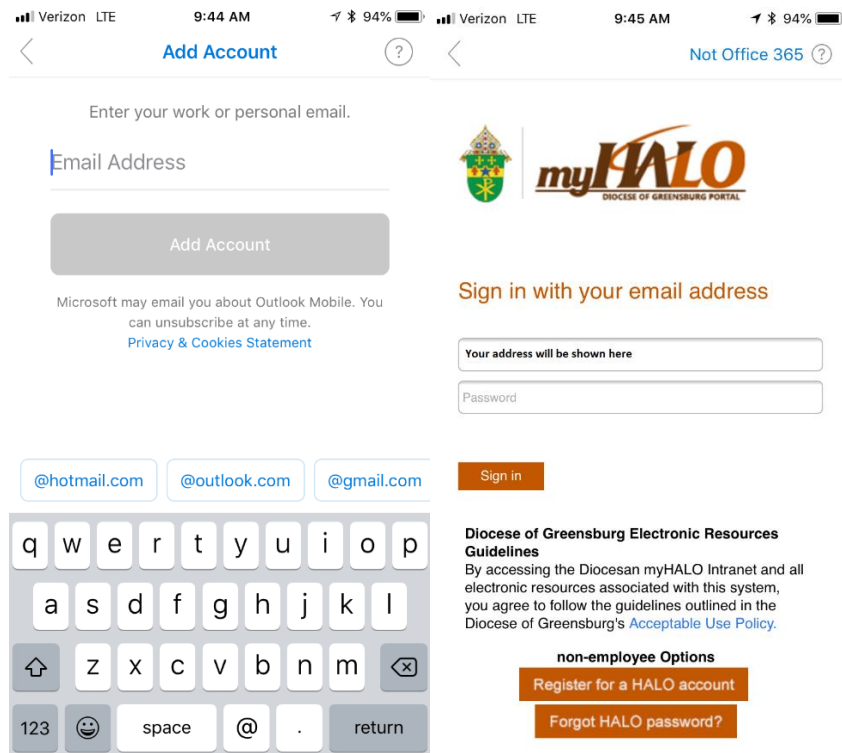
Get Notified

Don't miss out on important emails or calendar events

No Thanks

Notify Me

- On the next screen, type your school email address. Your address will be your last name followed by your first and middle initial. GCC student addresses end in @gcchs.org Geibel student addresses end in @geibelcatholic.org
- Enter your password on the MyHALO screen and press Sign in.



- Now your email is set up on your phone! After you read the prompts you will be directed to your mailbox.

