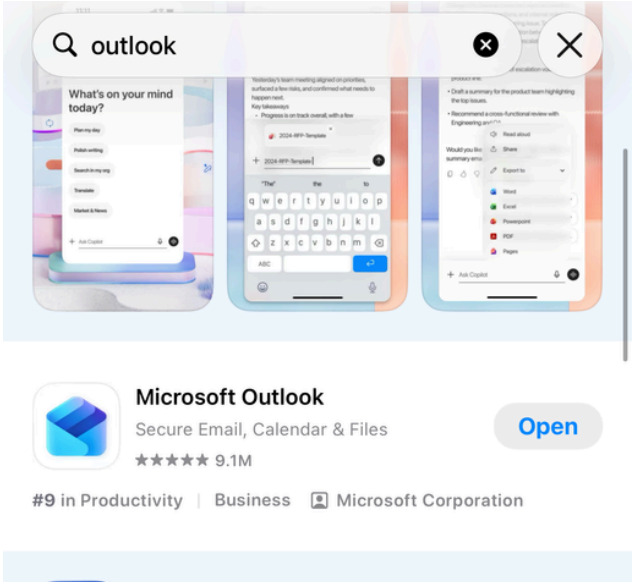
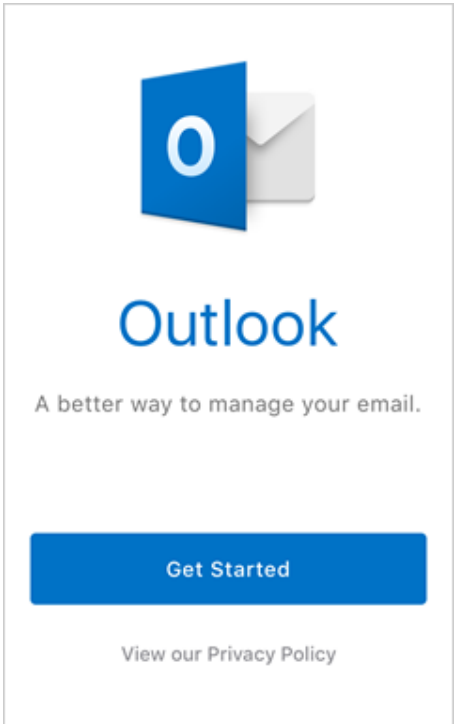
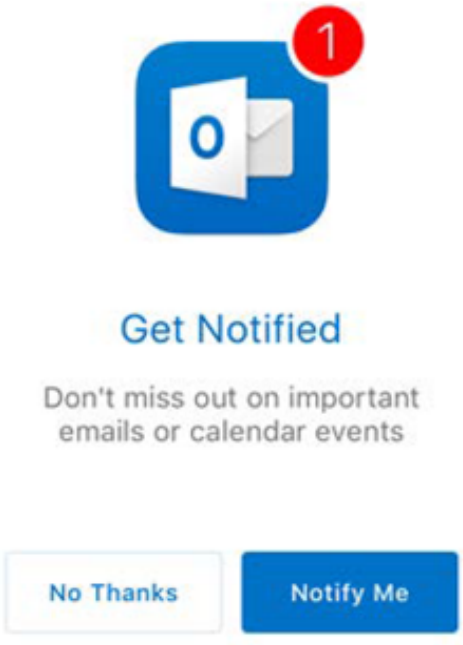
Setting up your email on a smartphone

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.



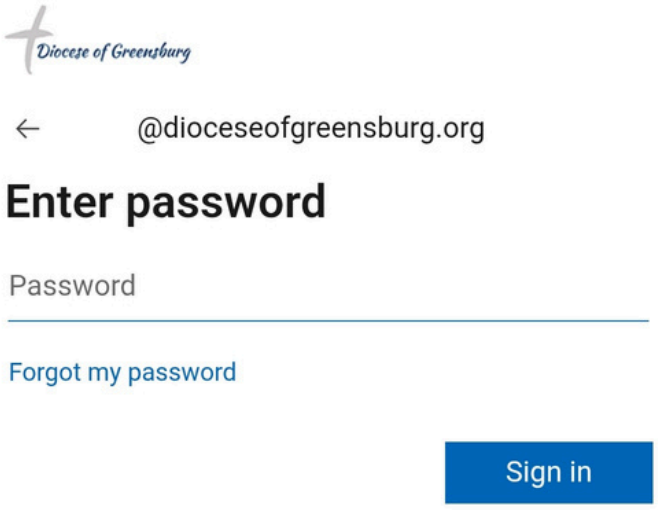
2. Start the Outlook app. Press the Get Started button. Select your desired option for notifications. If you select Notify Me, you will get a pop up message every time you receive an email message on your school account.





3. On the next screen, type your school email address. Your address will be your last name followed by your first and middle initial. Then follow that with @[School].org with [School] being the name or abbreviation of your current school.
Example: GCC = @gcchs.org | Aquinas = @aquinasacademy.org | MOSS = @mosschool.org

4. Enter your password on the Diocese of Greensburg screen and press **Sign in**.



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

