

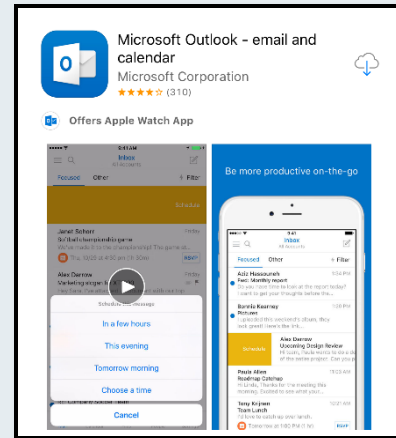
Outlook App for Office 365

Description of documentation

This document will assist with downloading the Outlook App and adding your CCAC Office 365 account. Access the [Outlook Mobile Site](#) for more app details and functionality.

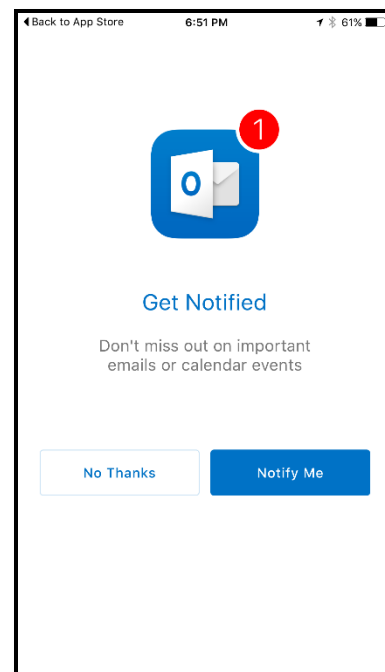
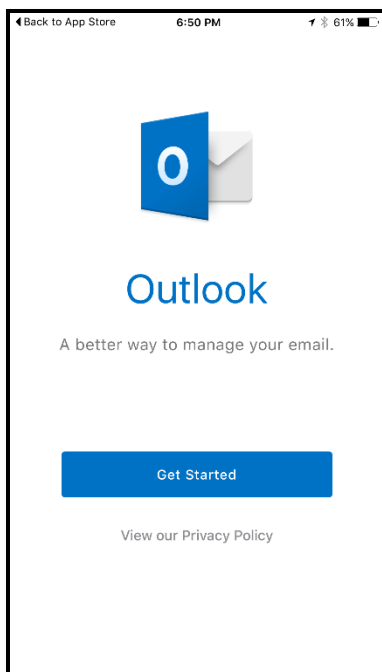
Download the App

- The Outlook App is available for download through Google Play and the Apple App Store. The app is preloaded on Windows 10 devices.
- After downloading the app, follow these steps to add your CCAC Office 365 account.



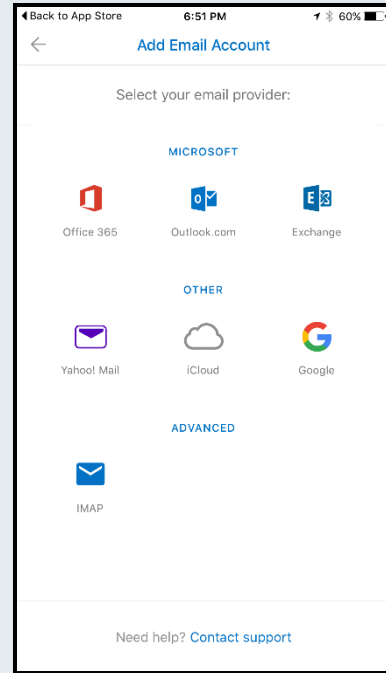
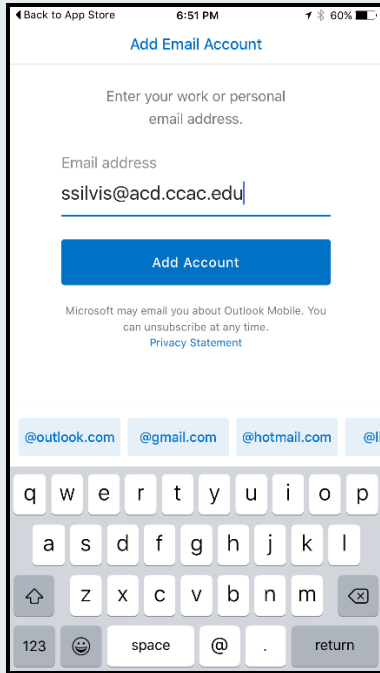
First Time Setup

- Launch the app and tap **Get Started**
- Tap the selection of your choice at the Get Notified screen



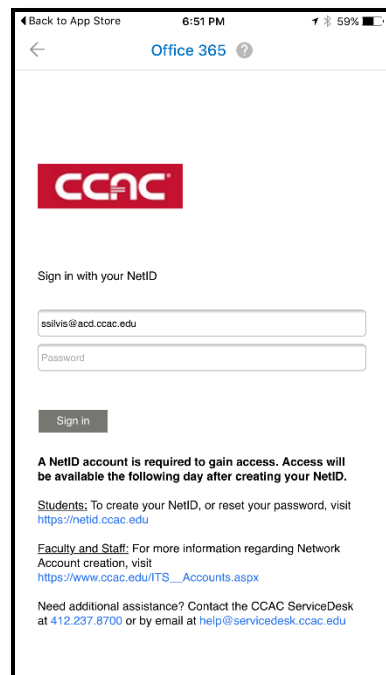
Add Your Account

- Type in your CCAC email address (yourusername@acd.ccac.edu).
- Tap **Add Account**
- At the Add Email Account screen, tap **Office 365**



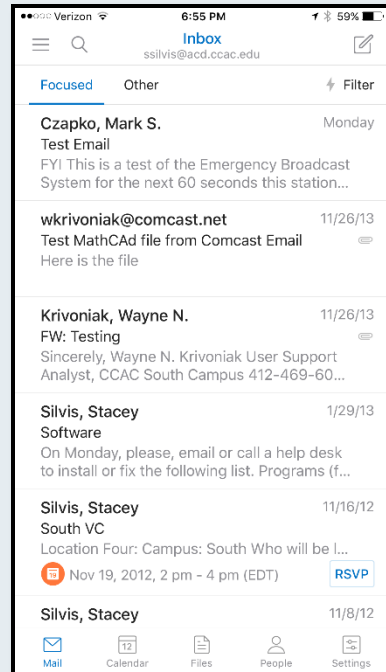
Sign into Your Account

- At the CCAC sign in screen, enter your NetID password
- Tap **Sign In**
- Review the quick tutorial built into the app



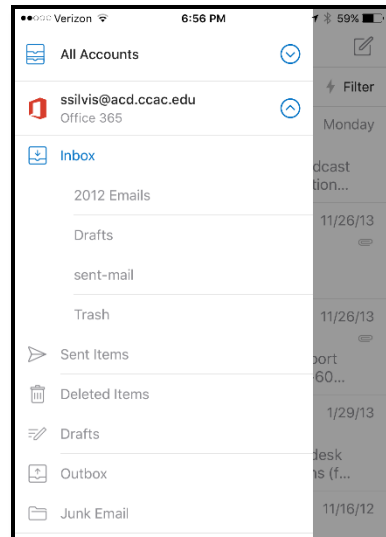
Navigating the Inbox

- Tap an **email** to view it
- Unread messages appear with a blue dot next to them
- Swipe right to **schedule** an appointment in your Calendar
- Swipe left to **archive**
- Press and hold the email to **select** and **flag, folder, delete, or mark as read**
- Tap the **compose new email** icon in the upper right corner
- Tap the **search** icon to search



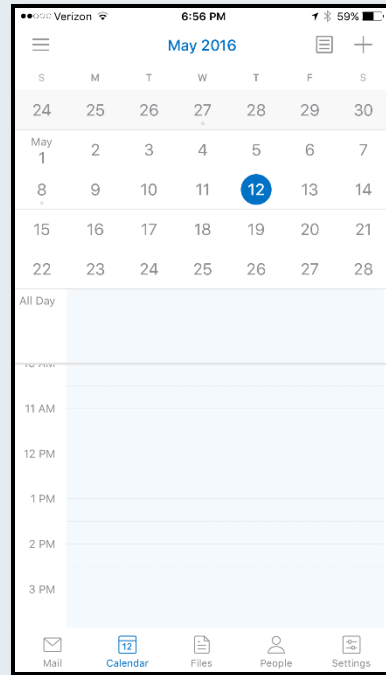
Hamburger Menu

- Tap the **hamburger menu** in the upper left corner
- View your **folders**
- View **sent** and **deleted items**
- Access **email drafts**
- View your **outbox**
- Access **junk email**



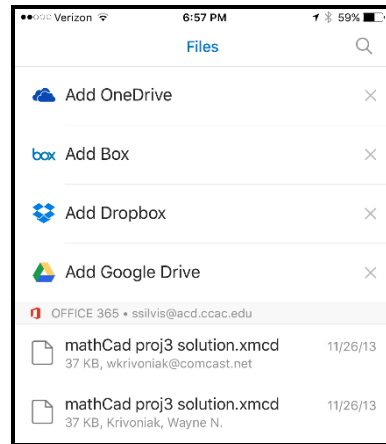
Calendar

- Tap the **calendar icon** located at the bottom of your screen
- Tap the **hamburger menu** in the upper left corner to view more calendar functions
- Tap the **calendar view** icon in the upper right corner to change the view
- Tap the **plus sign** in the upper right corner to add a new calendar event
- Tap any **date** to view daily events in detail



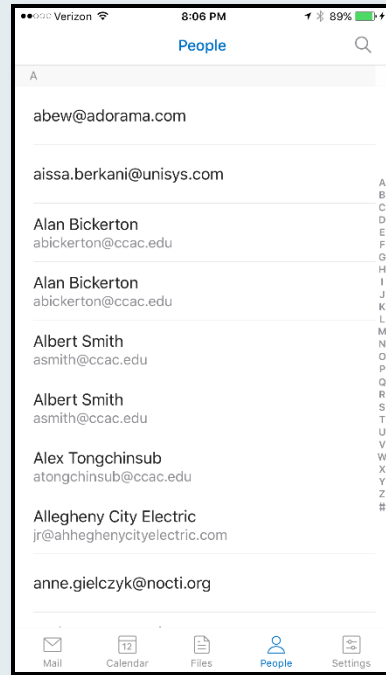
Files

- Tap the **files** icon located at the bottom of your screen
- Tap any of the **file storage options** to setup and configure
- Tap the **search** icon to search



People

- Tap the **people** icon located at the bottom of your screen
- Scroll through your contacts
- Tap the **search** icon to search for a contact
- Tap a **contact** to view their information



Settings

- Tap **settings** located at the bottom of your screen
- Tap any setting option to make changes

