Email setup for Outlook App (for Staff)
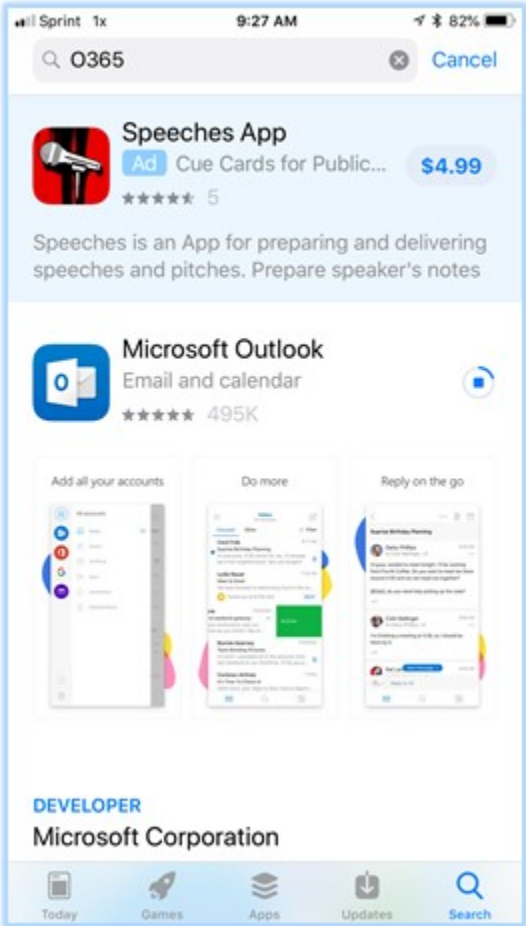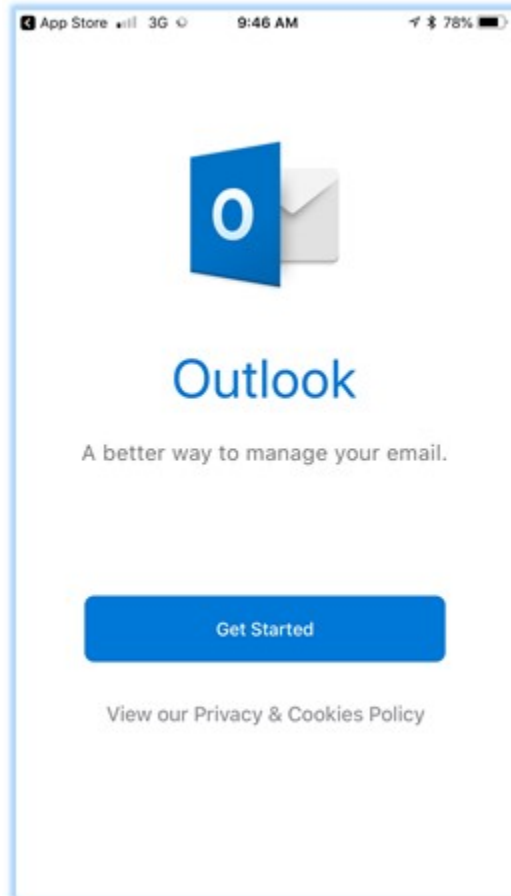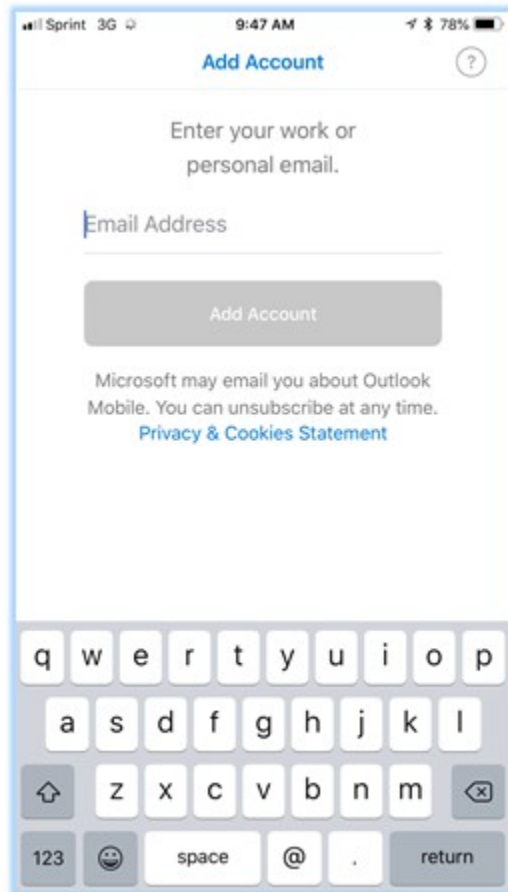
1. On your iPhone, go to the app store.
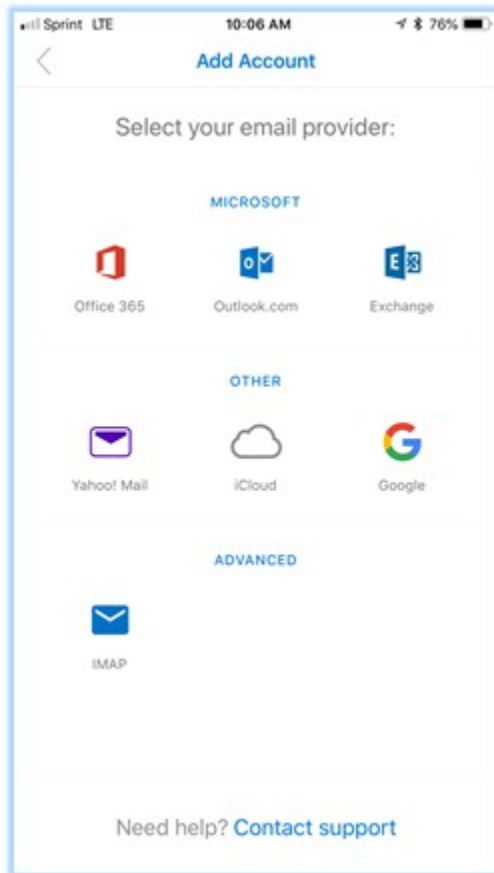2. Search for and download Microsoft Outlook.

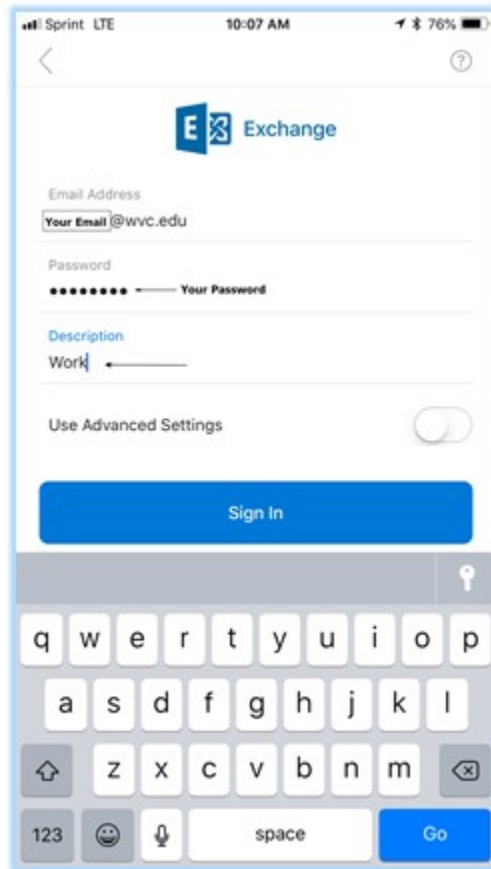3. Once it downloads, find and open the app.
4. Click Get Started.

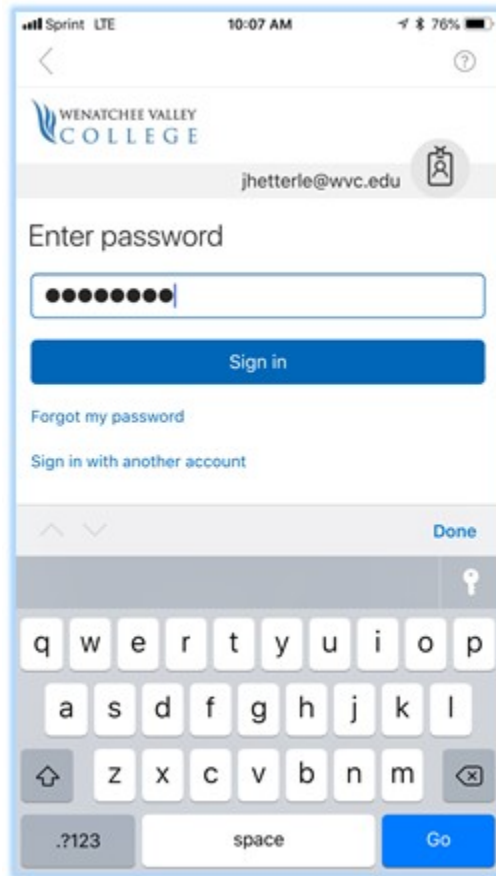5. Enter your work email address and click Add Account.
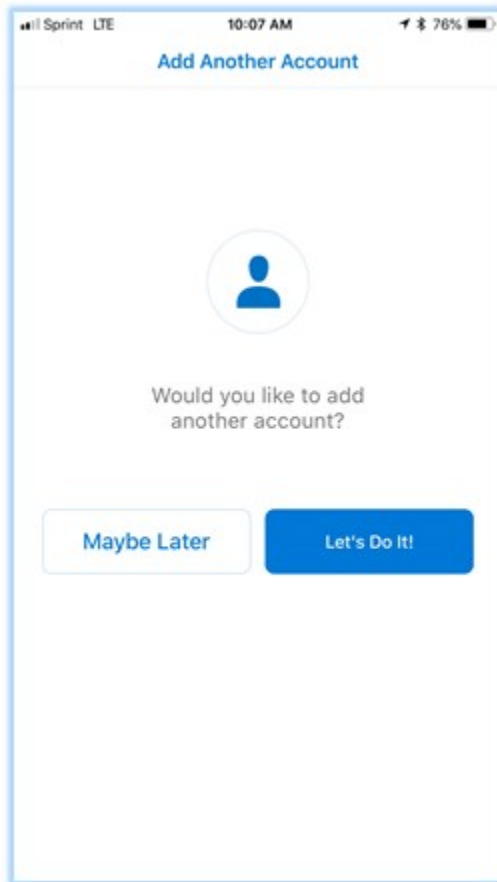
6. Select Exchange

7. Enter your Email, password, and description. Then sign in.

8. Confirm your password and continue sign in.

9. Select Maybe Later

10. On the Enable Notifications popup, click Turn On.