

## How to download Microsoft Outlook, and how to download files from Outlook to a mobile device

### Installing Outlook

- Go to the App store / Play store
- search for Microsoft Outlook
- You will be able to identify the authentic Microsoft Outlook app from the logo shown here. **Make sure that “Microsoft Corporation” is also shown underneath the name of the app.**
- The App is free to use and will allow you to add and access Loreto email addresses.



When you open the app, click on “Get started”, and refer to the set-up guide linked below.

**Important Note:** If you log into your Loreto email account using the Outlook app on your phone or tablet, then it will most likely stay logged in until you either click sign out or change your password on another device. If you do not want to be kept logged in then make sure to sign out!

### Using Microsoft Outlook to access emails

For a more comprehensive guide to setting up Microsoft Access on Android and iOS, go to the following website: <https://support.office.com/en-gb/article/outlook-for-ios-and-android-help-cd84214e-a5ac-4e95-9ea3-e07f78d0cde6>. There are also lots of YouTube tutorials available if you want further information on how to set up or use the Outlook App. A brief guide is given below:

The Outlook app is intuitive to use, and similar to the web version.

#### Receiving emails:

When you receive an email, it will appear in the middle of the screen. Be careful to check both the “Focused” and “Other” tabs. To open the email, simply click on it.

You will be able to open attachments from emails within the app, or download them, if you have the required apps installed. For example, you will need the Microsoft PowerPoint app installed on the same device in order to open PowerPoint attachments.

#### Filters:

There is a “filters” button on the top right which allows you to filter for emails with attachments.

#### Search:

There is a search button in the bottom centre of the screen. If you click this, then you can search for contacts or search for emails by content.

**Sending E-mails:**

On the bottom right hand side, above the calendar button there is a send button (shown above) the image may look slightly different to this.

When you click on this button, you should first enter the email address of the person you want to send the email to, and then write the email. You can add attachments by clicking on the paper clip at the bottom of this page.

If you are logged into the Loreto email address then you should be able to search for any contact with a Loreto email address.

**Settings:**

If you want to change your settings or add a secondary email address to the app, then click the three lines in the top left corner of the app.