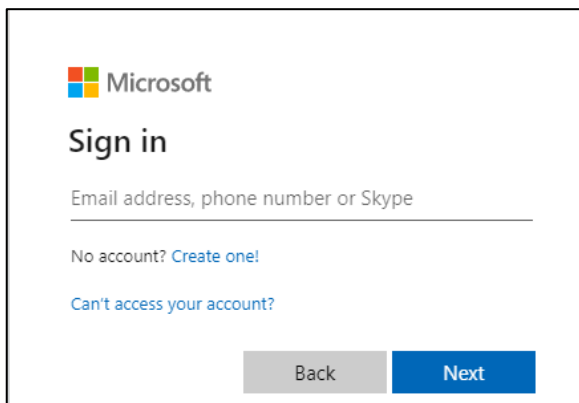


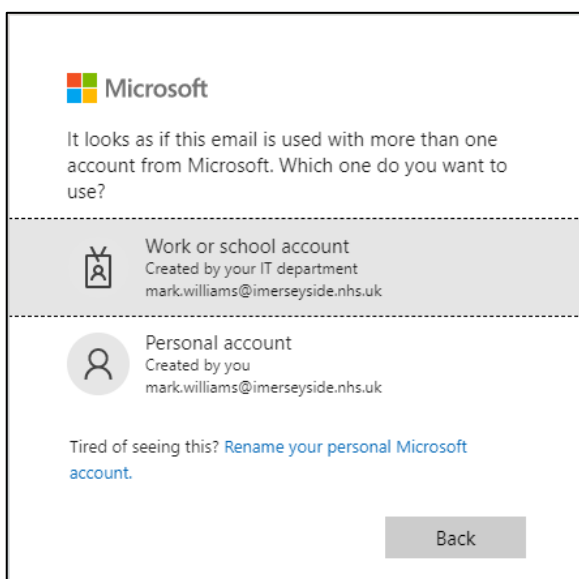
Installing the Outlook app from the Microsoft Portal

Please follow the step-by-step instructions below to install the new Outlook app on your mobile device from the Microsoft Portal (<http://portal.manage.microsoft.com>)

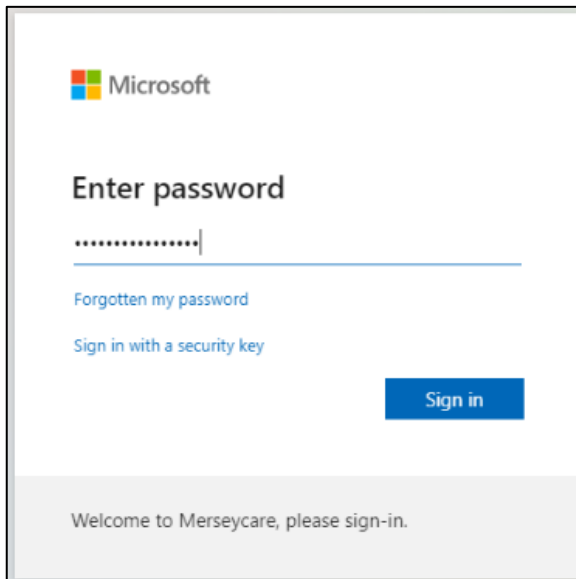
- Visit the Microsoft Portal (<http://portal.manage.microsoft.com>) from your mobile device.
- Enter your **work e-mail address** and select **Next**.



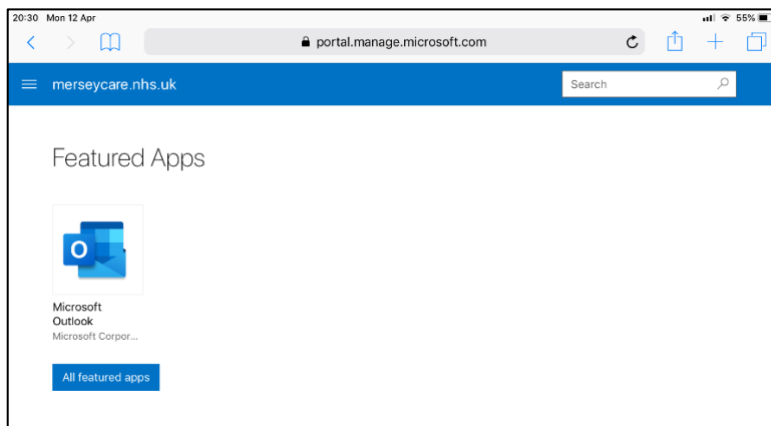
- Select **Work or school account**.



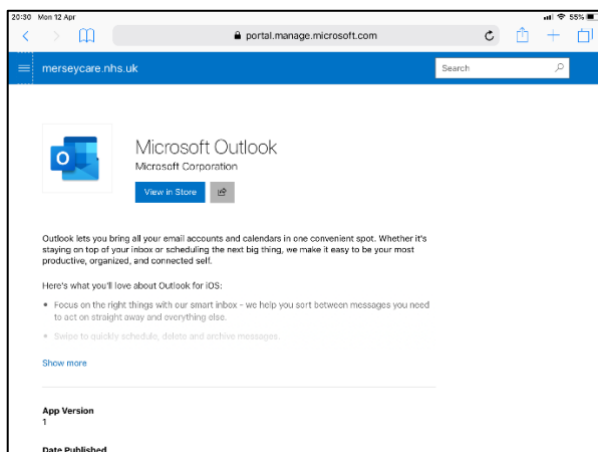
- Enter your work **password** and select **Sign in**.



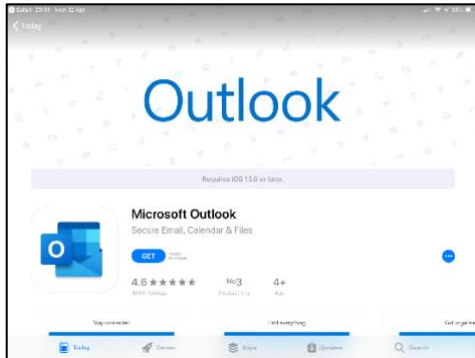
- One signed in, select **Microsoft Outlook**. This should appear under Featured Apps.



- Select **View in Store**.



- Select **Get** to download the app.



- Once the app has downloaded, select **Install**. This will install the app on your device. Once installed, please **do not open Outlook** on your mobile device until your mailbox has been upgraded to Exchange Online as your e-mails will not appear. You will receive an e-mail from office365@imerseyside.nhs.uk advising on when your mailbox is due to be upgraded. Once upgraded, you will be able to access your e-mails from the new Outlook app.

