



## What can you use Microsoft Outlook for?



Check your emails on the go



Schedule meetings and events in your calendar



Email your leader or your colleagues



Access saved emails, contacts and information

## Who can use Outlook?

- Everyone!

## Setting up your Microsoft Outlook account

1

Open the Outlook application

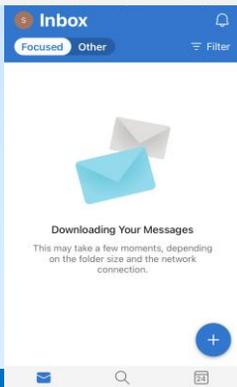
2

Select your profile by tapping 'Add Account'

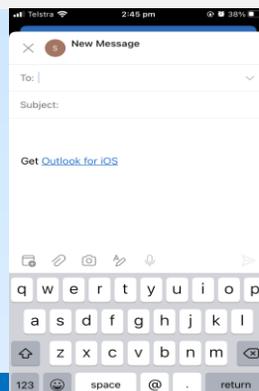
3

Set your notification preferences and you're done!

### Check your emails



### Send emails



### Update your calendar

