

Quick Guide to Add Email Accounts on Your Mobile Device

Install and Setup Outlook on IOS

- STEP 1:** Open the App Store, search Microsoft Outlook, and install.
- STEP 2:** Open Outlook → tap Add Account (or Get Started).
- STEP 3:** Enter your WCCCD Email (JDoe1@wcccd.edu) → Add Account.
- STEP 4:** When prompted, choose Work or school account (if asked).
- STEP 5:** Complete sign-in and MFA prompts.
- STEP 6:** When asked, allow Notifications (**recommended**).

Remove an account (IOS)

- STEP 1:** Outlook → Avatar (top-left) → Settings (gear).
- STEP 2:** Under Mail Accounts, tap the account to remove.
- STEP 3:** Tap Delete Account (confirm).

Install and Setup Outlook on Android

- STEP 1:** Open Google Play Store, search Microsoft Outlook, and install.
- STEP 2:** Open Outlook → Add Account (or Get Started).
- STEP 3:** Enter your WCCCD email (JDoe1@wcccd.edu) → Continue.
- STEP 4:** When prompted Choose Work or school account
- STEP 5:** Complete sign-in and MFA prompts.
- STEP 6:** Allow Notifications (**recommended**).

Remove an account (Android)

- STEP 1:** Outlook → Avatar (top-left) → Settings (gear).
- STEP 2:** Tap the account under Mail Accounts.
- STEP 3:** Tap Remove account (confirm).