
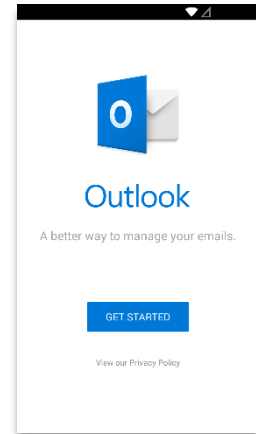




We would recommend you use the Microsoft Outlook app because of its ease of use.
(Search the Google play store for Outlook)

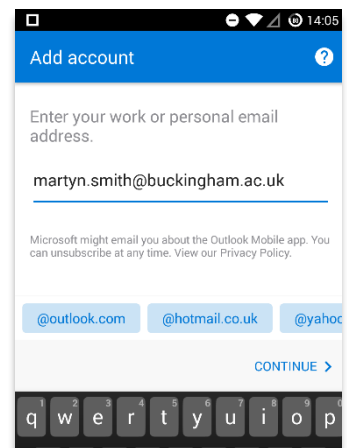
- a) Tap on the Outlook Icon 
- b) When the app loads tap on Get Started



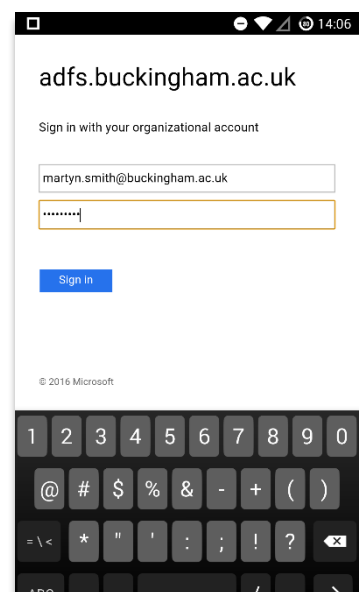
- c) At the next screen type your primary email address
For staff that will be firstname.surname@buckingham.ac.uk
e.g. martyn.smith@buckingham.ac.uk

For Students that will be studentID@buckingham.ac.uk
e.g. 1234567@buckingham.ac.uk

Tap Continue

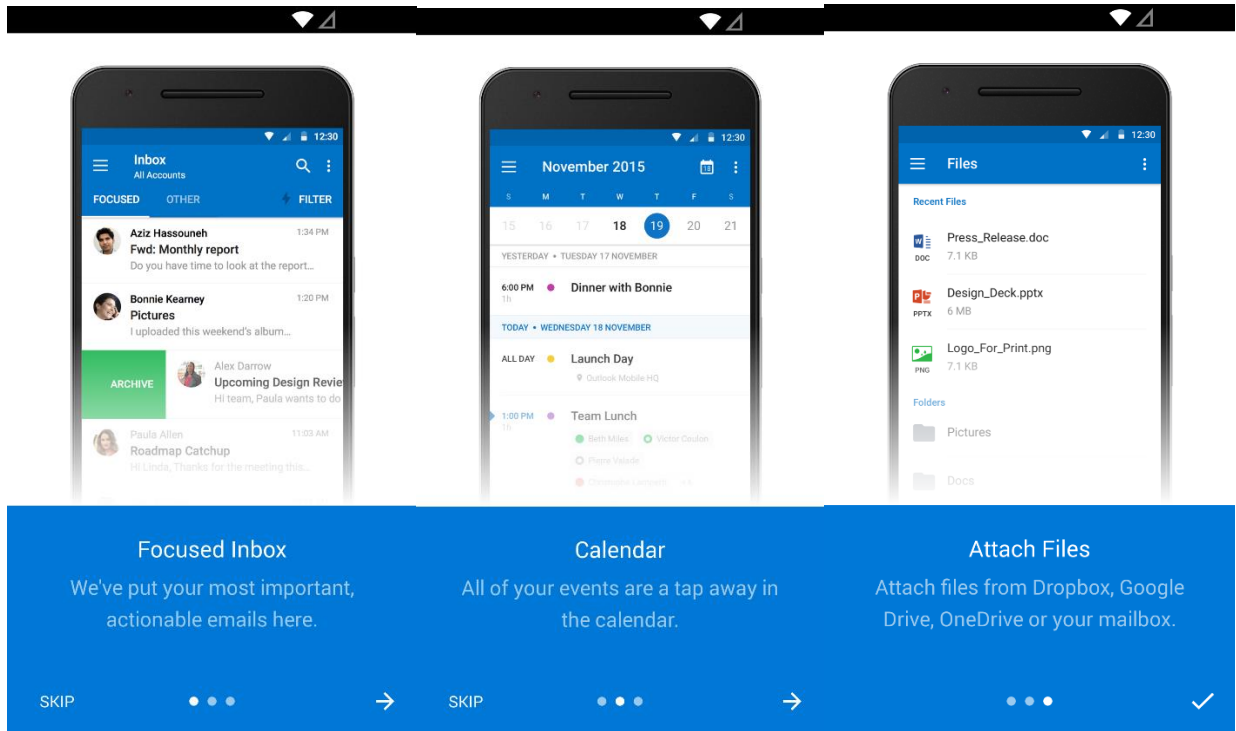


- d) You will then be asked to sign in
Type your password and tap Sign In



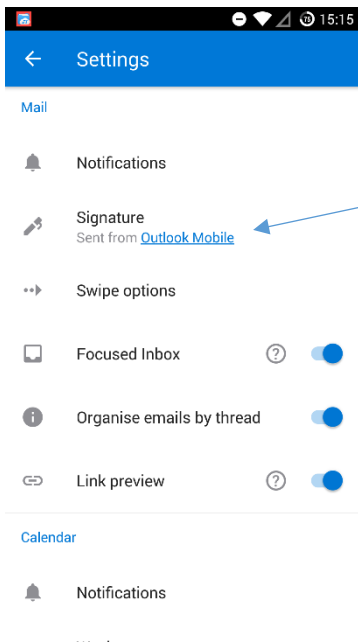


e) You will then be shown 3 information screens



f) You will then see your Office 365 Inbox

g) Settings you can change by clicking on the Cog Icon -



- Signature that gets added to all your emails
- Focused Inbox intelligently presorts your email so you can focus on what matters. It places your most important emails in "Focused" and the rest in "Other." Focused Inbox works across all your email accounts, personal and professional.
- If you organize messages by thread, related messages appear as a single entry in the mailbox.
- With this turned on, when you receive an email with URL inside it, you get a rich preview that includes a link title, thumbnail, and description of the link.