



We would recommend you use the Microsoft Outlook app because of its ease of use.

Search the App Store for 'Outlook' and download it.

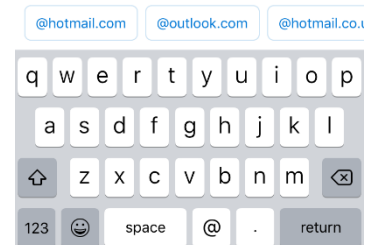
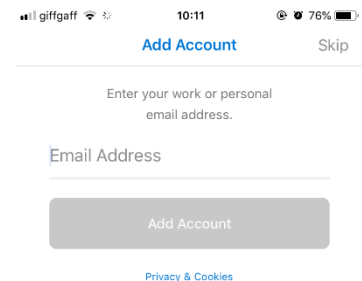
a) Tap on the Outlook icon to open the app



b) When the app loads, enter your University email address and select <Add Account>

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



c) You will then be asked to sign in to the University. Enter your email address and current password, then click <Sign in>



Sign in with your organizational account

Sign in

© 2016 Microsoft Home Privacy Help

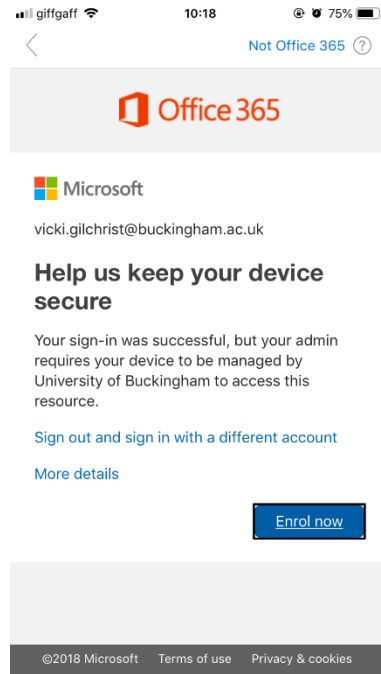
IT Services Helpdesk
Online: <https://help.buckingham.ac.uk/sso/>
Email: helpdesk@buckingham.ac.uk
Phone: 01280 820248



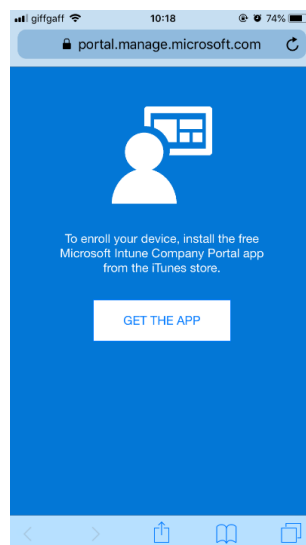


d) If you are a Student you will now be able to use Outlook

Staff only need to continue on with the Company Portal Process.
You will then be asked to enrol your device on the 'Company Portal'. Select <Enrol now>.



e) Select <Get the app> to be taken to the App Store to download the 'Company Portal'.



f) Follow the instructions in our 'Company Portal' guide to complete the installation