



Volunteer Email Setup Instructions for Mobile Phone

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Purpose

The purpose of this document is to enable volunteers to Log in to their BHS volunteer email account securely from their mobile phones.

Pre-requisites

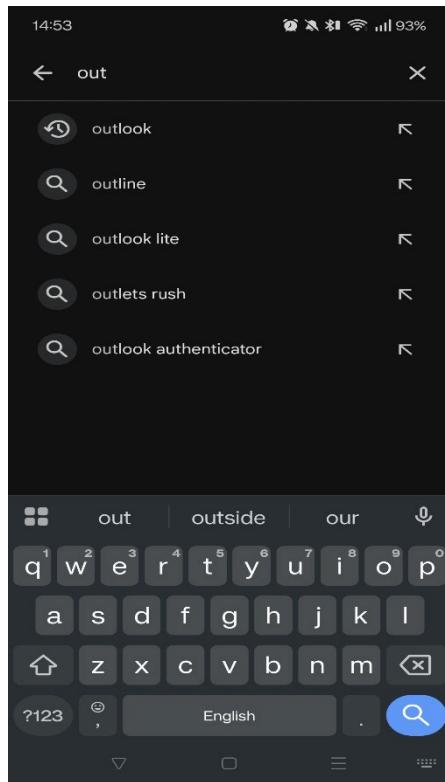
To access your Volunteer Email account from your mobile phone you must have completed the Volunteer Email User Signup instructions. It will take approximately 3 minutes. You will access the email account through the Microsoft Outlook App which your will load onto your mobile phones. You will need acces to your email account address and password.

1: Outlook Set Up

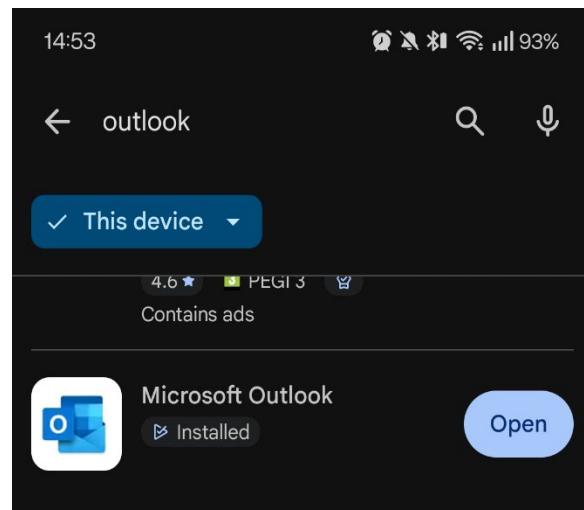
1.1: Outlook Set Up for Android Phones.

To be able to access your Volunteer email on your mobile phone you must first load the Outlook 365 App from your Playstore. This is a free APP.

Go to your Play Store and search for Outlook, Select Outlook 365 for Android, see below.



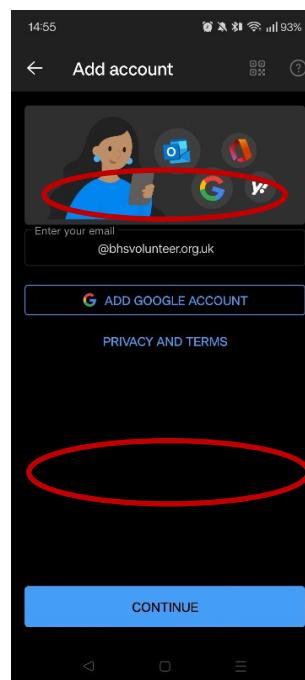
The APP installation screen will appear on your phone, Click **Install** and when installed Click **Open**.



The Outlook Welcome screen will appear. Click **Add Account**.

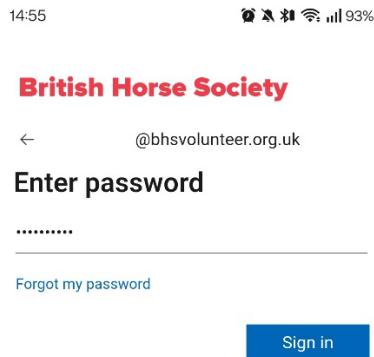


The Account entry screen will be display, enter your BHS Volunteer Email Address previously provided and Click **Continue**.

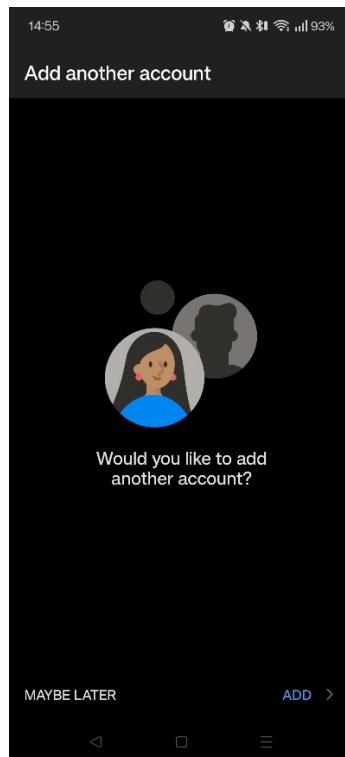




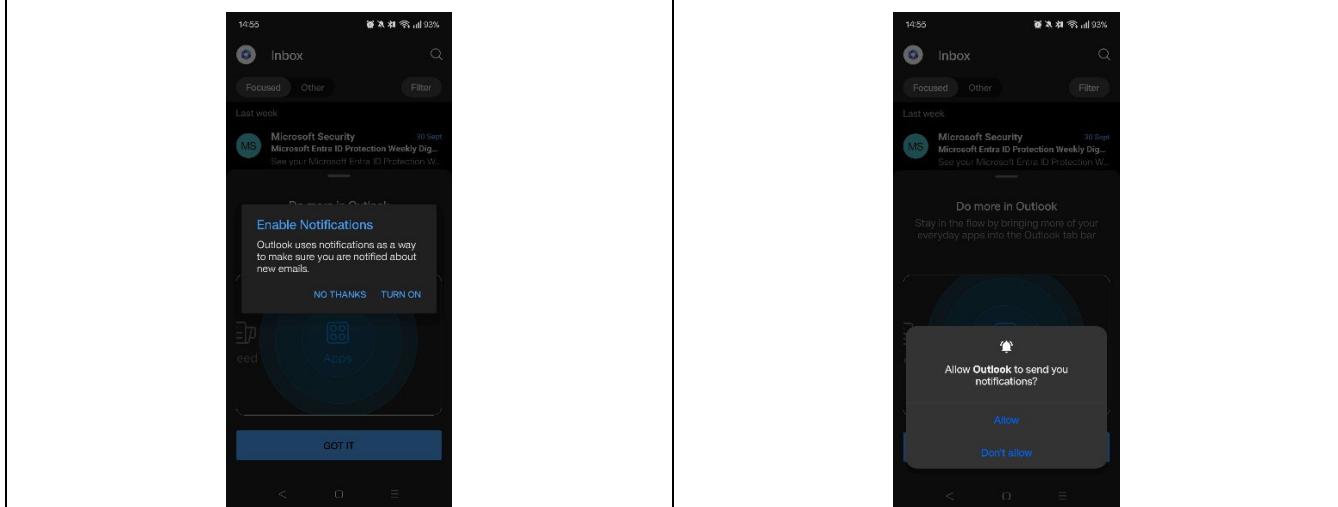
You will now be presented with the Password Entry Screen, Enter your BHS Volunteer Email Password and Click **Sign In**.



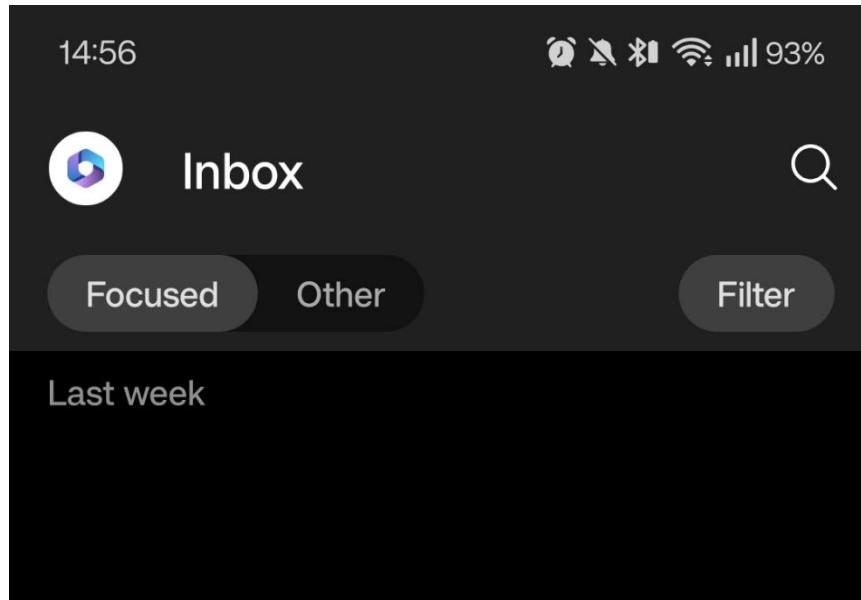
you'll then be asked if you would like to add another account please click maybe later as the BHS volunteer account can be the only account on the outlook app on the device.



Then you will be asked if you want to enable notifications for new emails coming in, this is a personal preference however it is recommended to enable these.



You will now be directed to your email account where you will be able to view, send and receive emails.

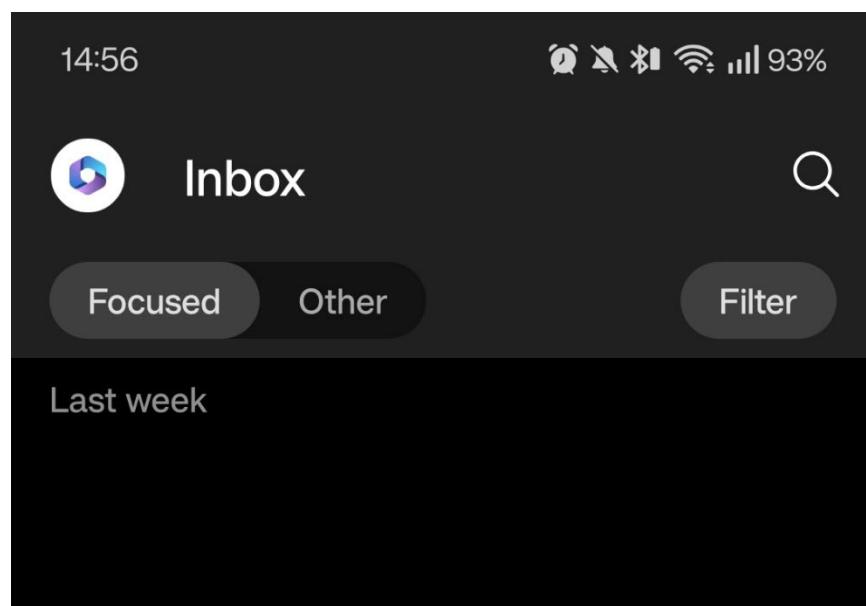


2: BHS Volunteer Email on Mobile Phone

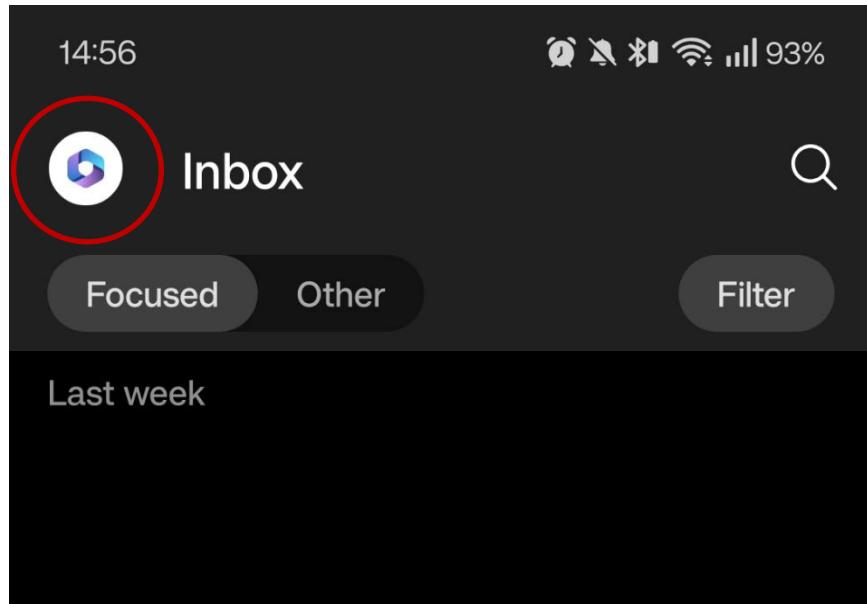
To access your volunteer email simply open the Outlook icon on your phone.



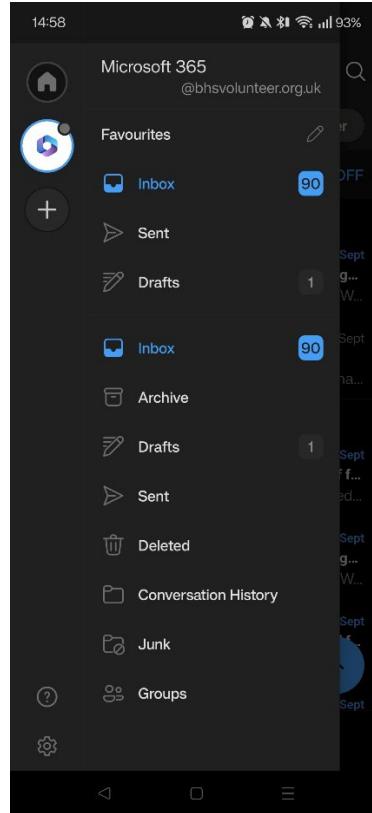
You will now be directed to your email account where you will be able to view, send and receive emails.



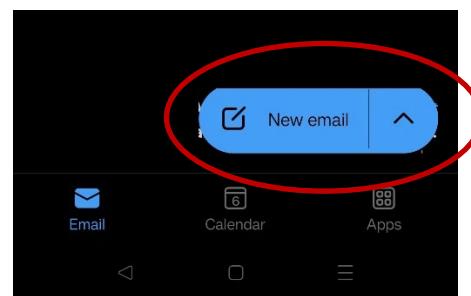
To see your mailboxes, Click the **Logo** at the top of screen.



The Outlook menu will be displayed and allow you to view your different mailboxes from inbox to Junk.



To compose an email, click the **write symbol** at the bottom right hand of the screen. The App will perform the same email functions as when you access your mailbox via an internet browser.



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