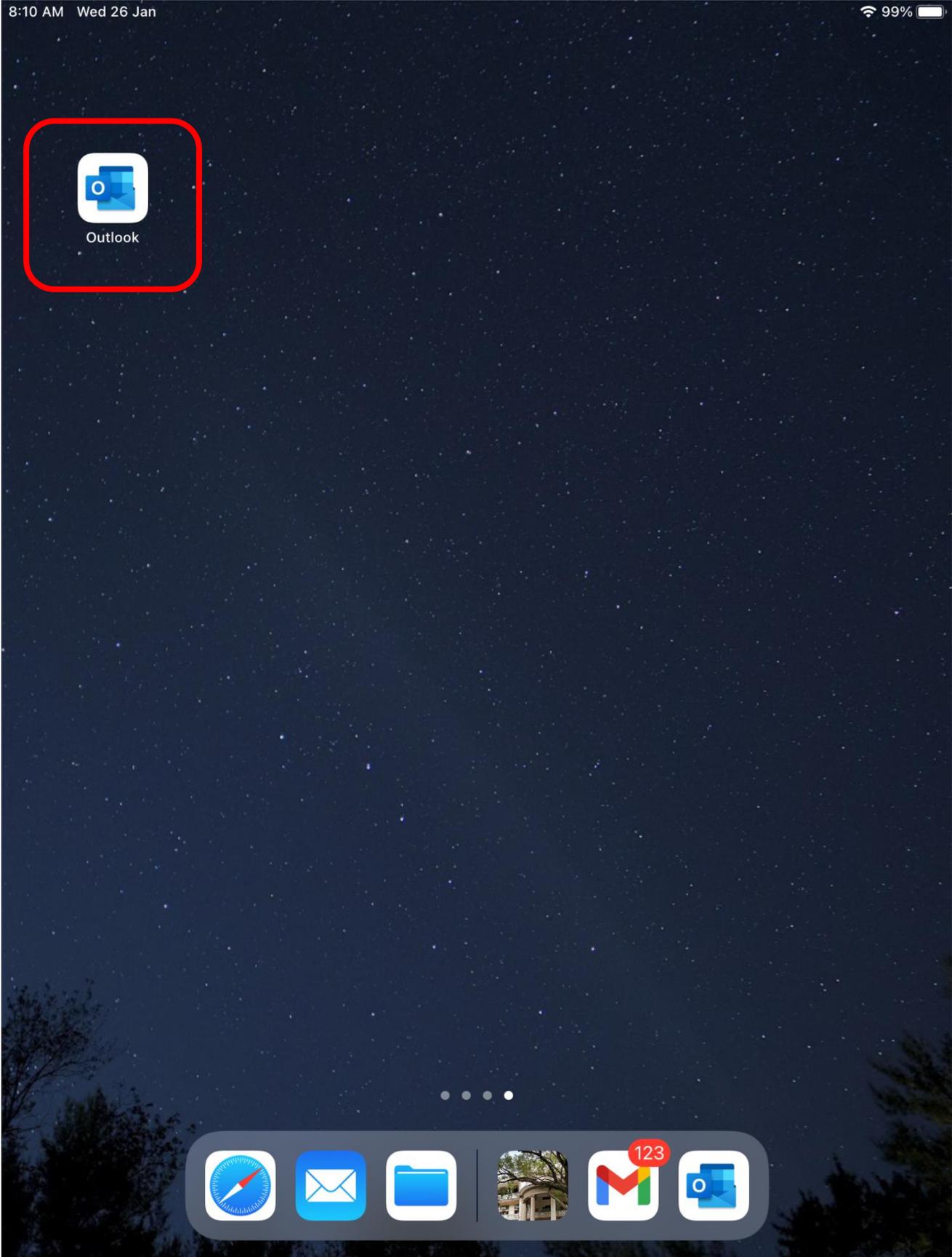


iPhone/iPad Setup for School Email (Outlook and Gmail)

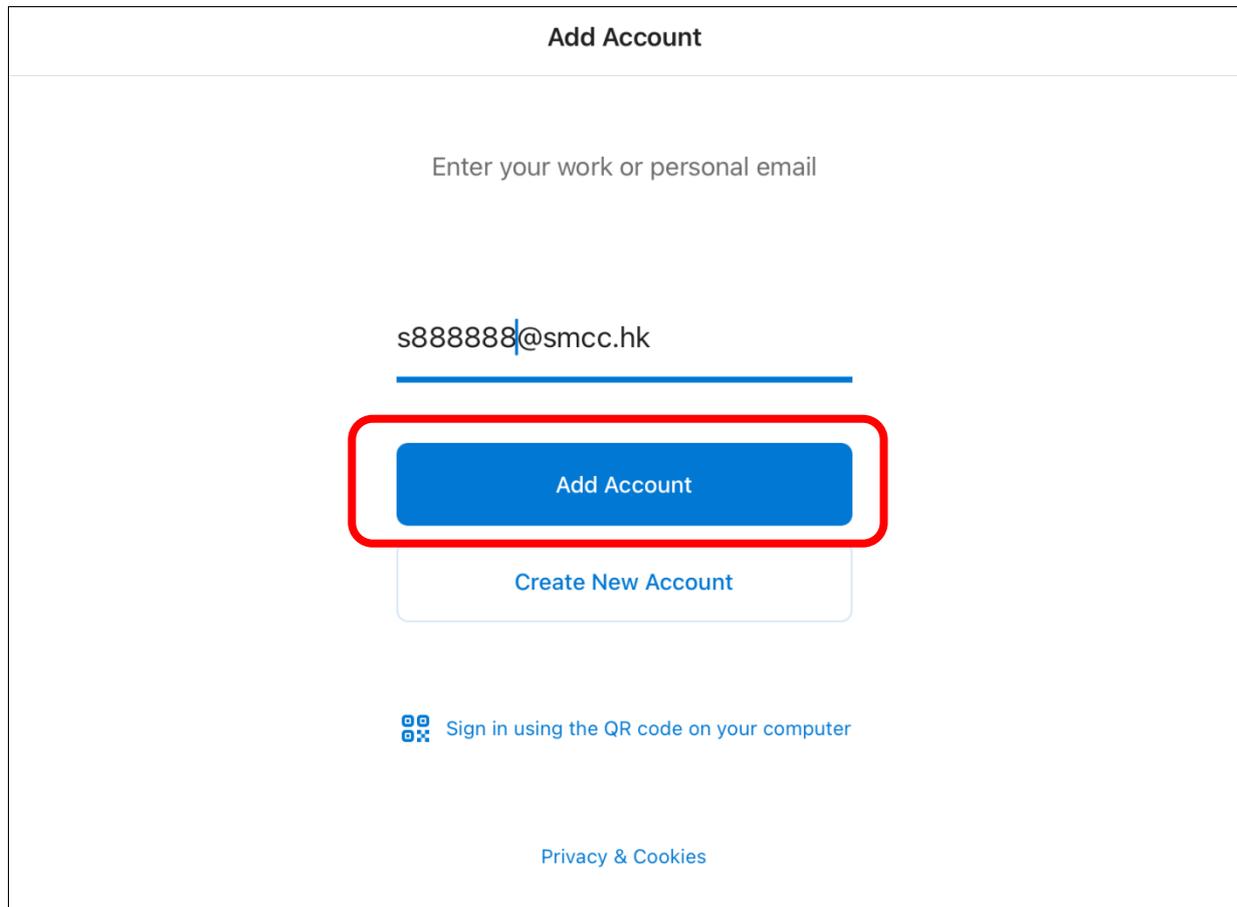
Outlook

Install the **Microsoft Outlook** app and open it.



iPhone/iPad Setup for School Email (Outlook and Gmail)

Enter your **Office 365 Email** address (abc@smcc.hk) and press **Add Account**.



The screenshot shows the 'Add Account' screen. At the top, it says 'Add Account'. Below that, it prompts the user to 'Enter your work or personal email'. The email address 's888888@smcc.hk' is entered in the text field. A blue 'Add Account' button is highlighted with a red rounded rectangle. Below it is a 'Create New Account' button. At the bottom, there is a QR code icon and the text 'Sign in using the QR code on your computer', and a link for 'Privacy & Cookies'.

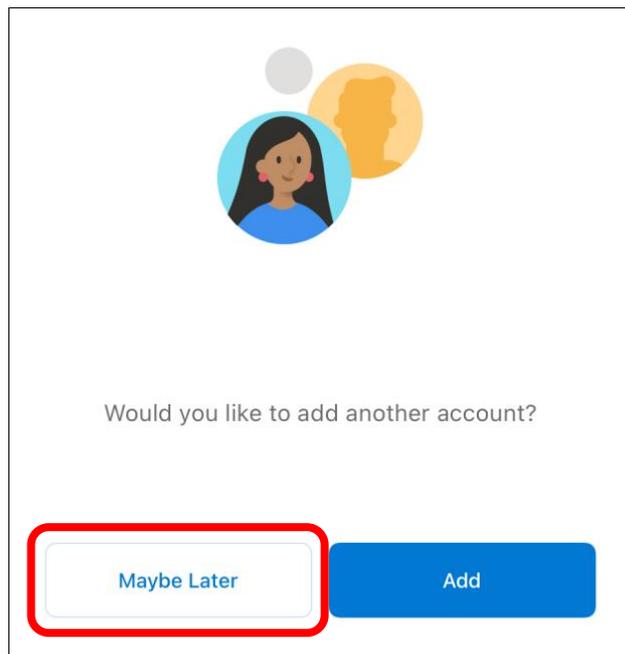
Enter your **password** and press **Sign in**.



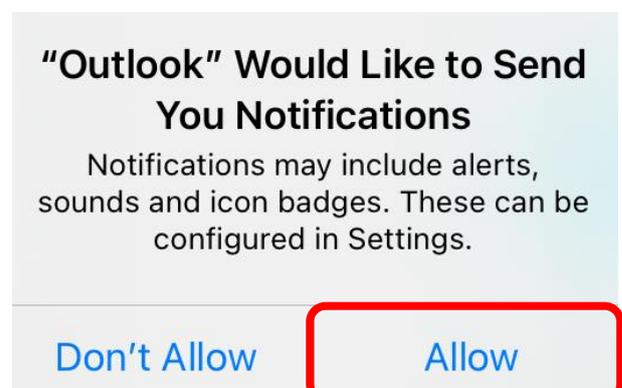
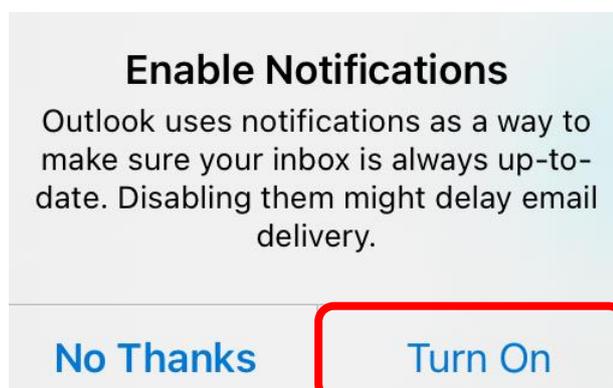
The screenshot shows the Microsoft Office 365 sign-in screen. At the top, it says 'Office 365'. Below that, it says 'Microsoft'. The main heading is 'Enter password'. There is a password input field with a series of dots. Below the input field, there are links for 'Forgot my password' and 'Sign in with another account'. A blue 'Sign in' button is highlighted with a red rounded rectangle.

iPhone/iPad Setup for School Email (Outlook and Gmail)

Press **Maybe Later** to continue.



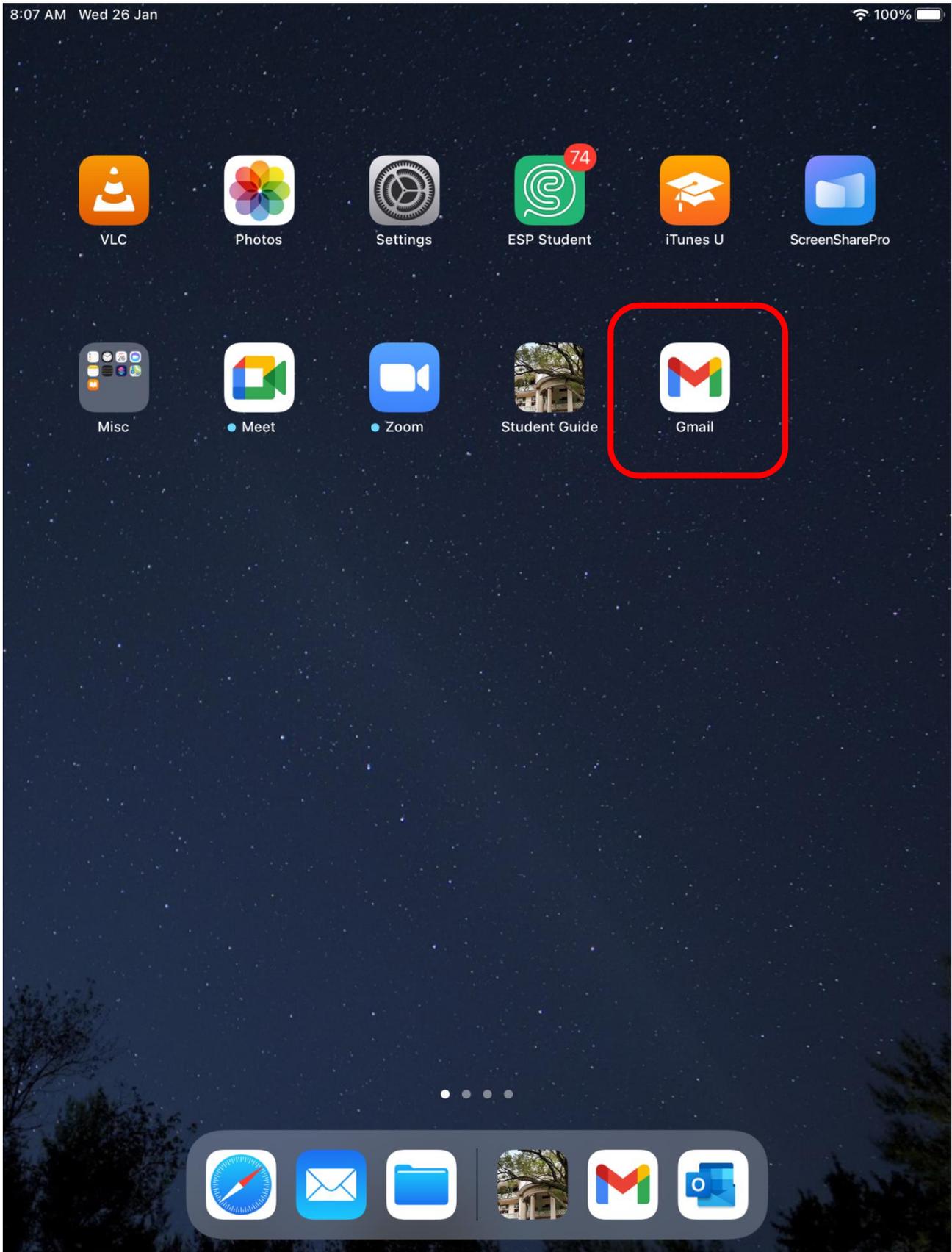
For the pop-up messages, press **Turn On** and **Allow** to receive email notifications.



iPhone/iPad Setup for School Email (Outlook and Gmail)

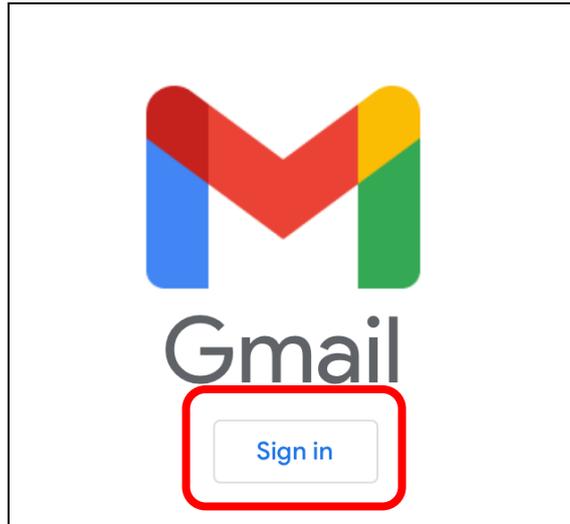
Gmail

Install the **Gmail** app and open it.

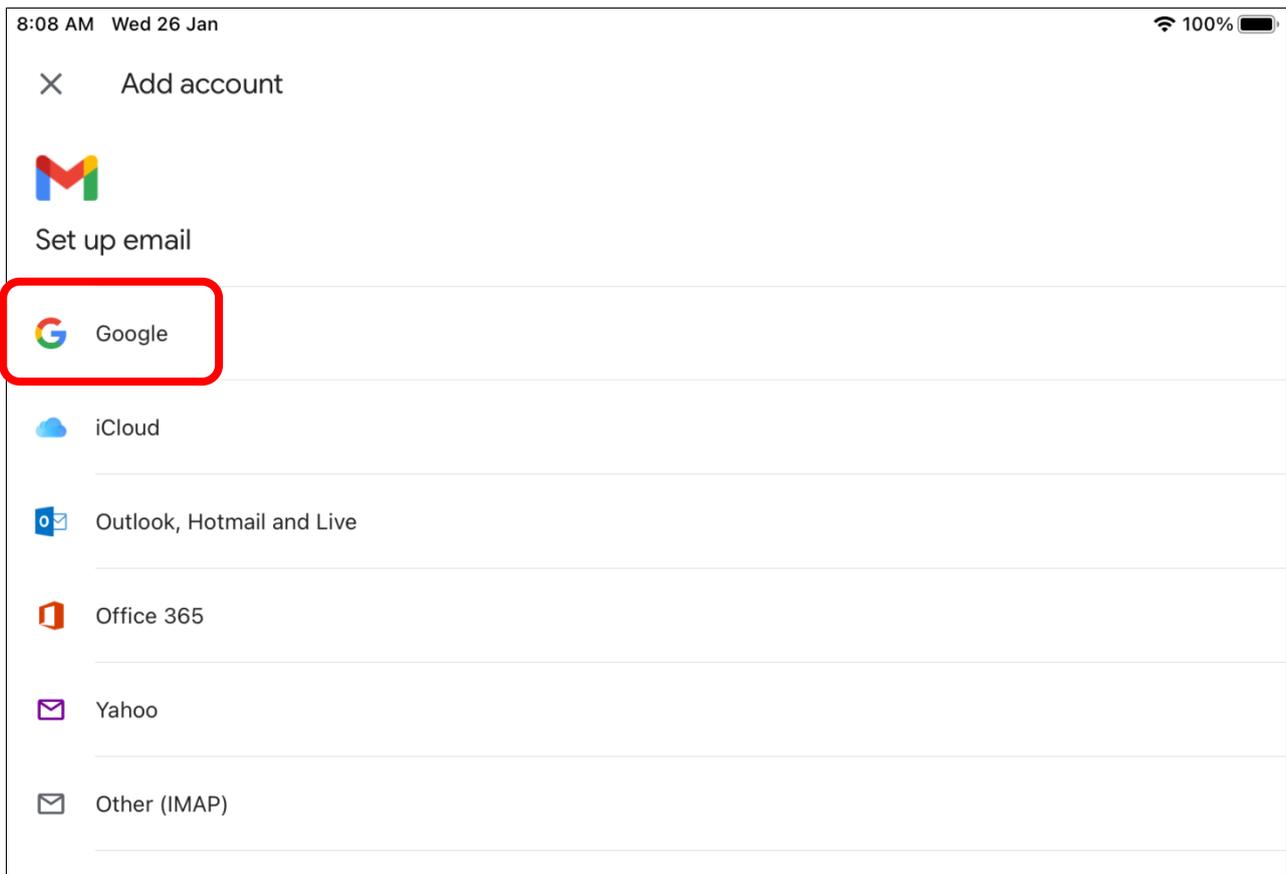


iPhone/iPad Setup for School Email (Outlook and Gmail)

Press **Sign in** to continue.

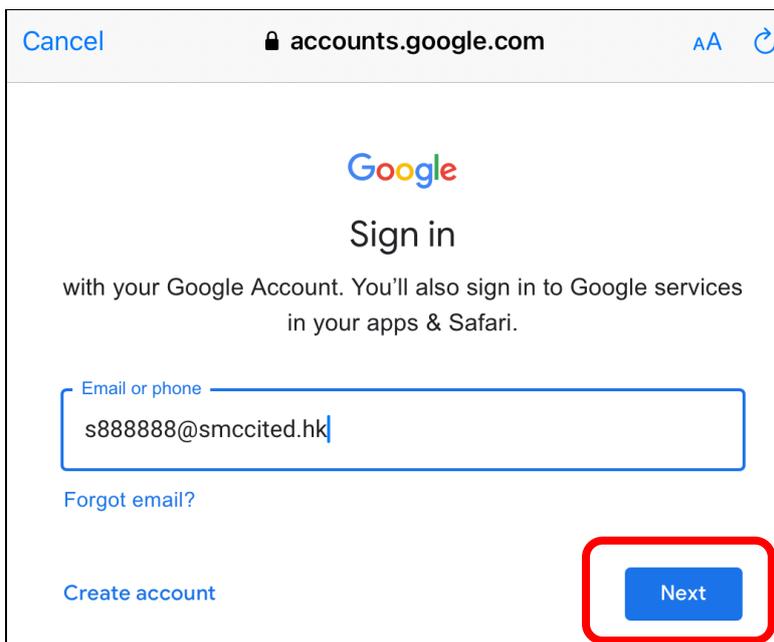


Select **Google** to add a Google account.

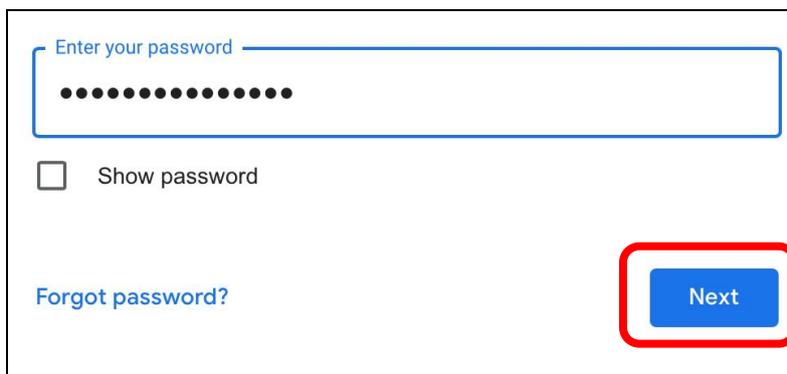


iPhone/iPad Setup for School Email (Outlook and Gmail)

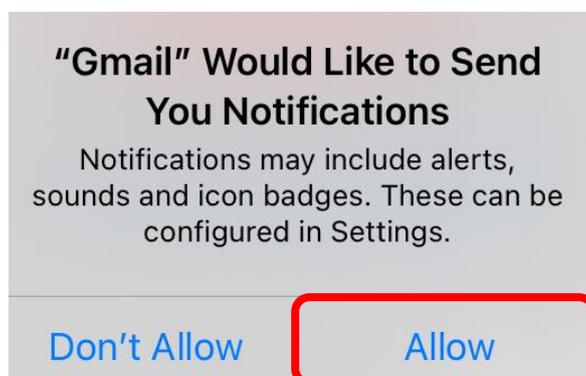
Enter your **Google Email** address (abc@smccited.hk) and press **Next** to input your password.



Input your **password** and press **Next**.



For the pop-up message, press **Allow** to receive email notifications.



The End