Configuring Staff Email Account to Outlook Mobile App

1. Download the Outlook Application
2. If this is the first time opening the application, it will prompt you to add an email account.

   If not, click this button on the top left hand side ☰

3. Click on the settings/tool symbol in the bottom left hand corner. ⚙
   (+ sign) add an account, add an email account.
4. Select account type **Exchange**.
5. Enter your email address (first.last@mohawkcollege.ca), password and a description of the account (optional).
6. Important – swipe the Advanced Settings button.
7. Under Domain\Username – **ADMIN**Staff#@mohawkcollege.ca (be sure to use back slash)
8. If everything is correct, you will be logged into your Mohawk Email Account. It will take a minute for all of your emails to download from the server to your outlook account.