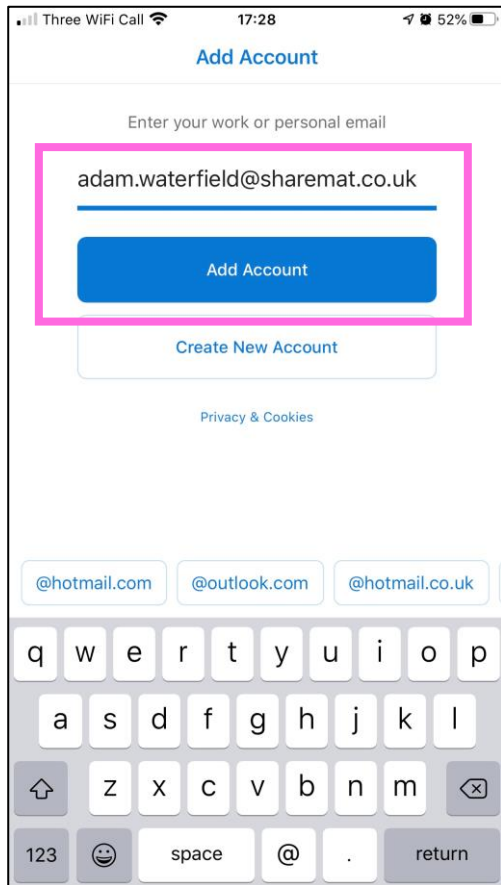


Adding Your MAT Email Account to Outlook on iPhones/iPads & Android

This guide will walk you through setting up your school/MAT email account on the official Microsoft Outlook app. The guide will show you using an Apple device as an example, but the process will be the same (or very similar) for Android phones and tablets.

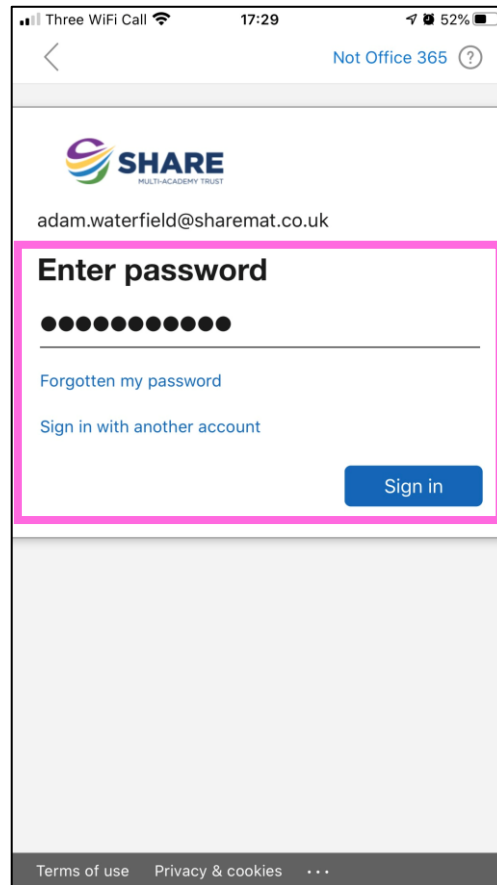
You will need the Outlook app from your app store for this. Staff iPads will have the Outlook automatically installed on them. Get the app for your phone or tablet from here: Apple: <https://apps.apple.com/gb/app/microsoft-outlook/id951937596> Android: <https://play.google.com/store/apps/details?id=com.microsoft.office.outlook&hl=en> [G B](#)



Open the Outlook app

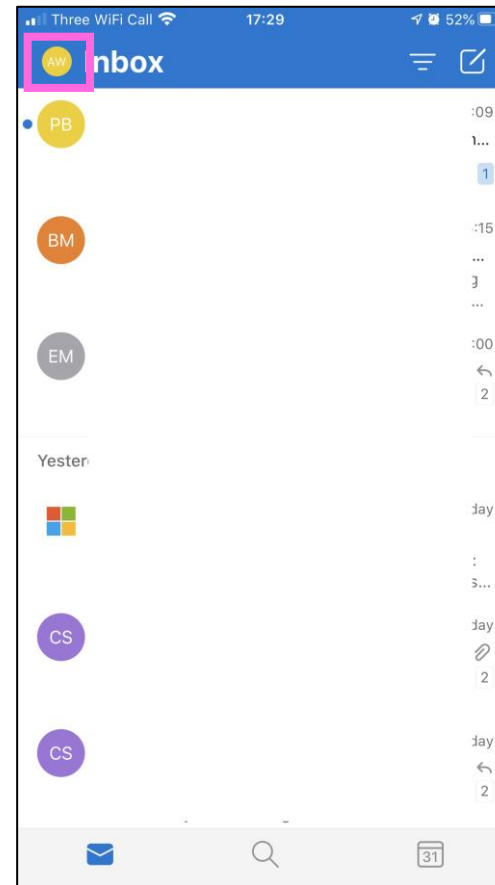
On the first screen you should be asked to add an account. Enter your email address and tap Add Account.

Username@sharemat.co.uk



Enter your email password

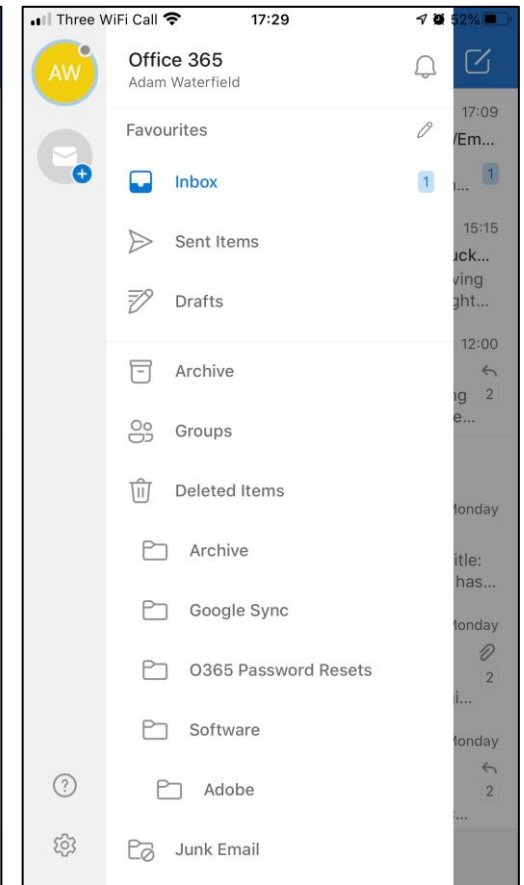
Then tap Sign in.



Your inbox will be displayed

How easy was that?

To see your other folders, sent items, junk email etc, tap your initials at the top to open the side menu.



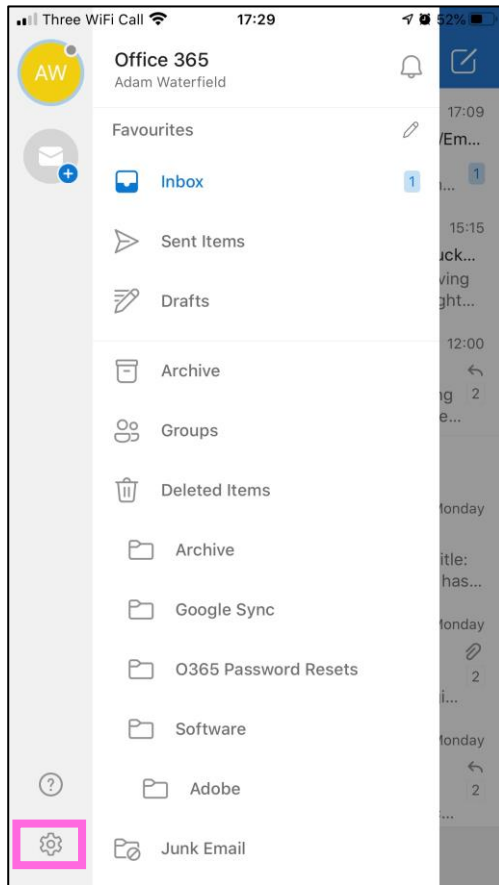
Here are your other folders

And that's pretty much it! The rest is super self-explanatory.

Happy emails!

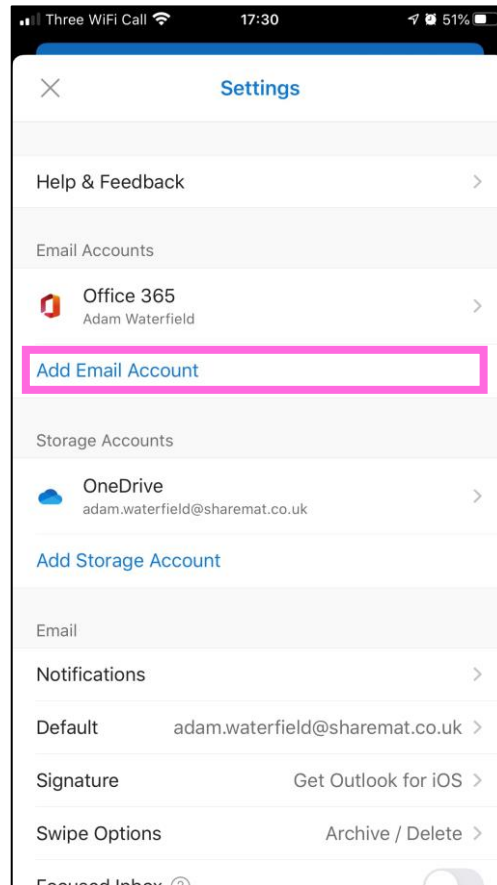
How to Add Shared Mailboxes to the Outlook App

This will only apply to employees who manage a shared mailbox. If you don't, or don't know what I am talking about, there is no need to read this section.



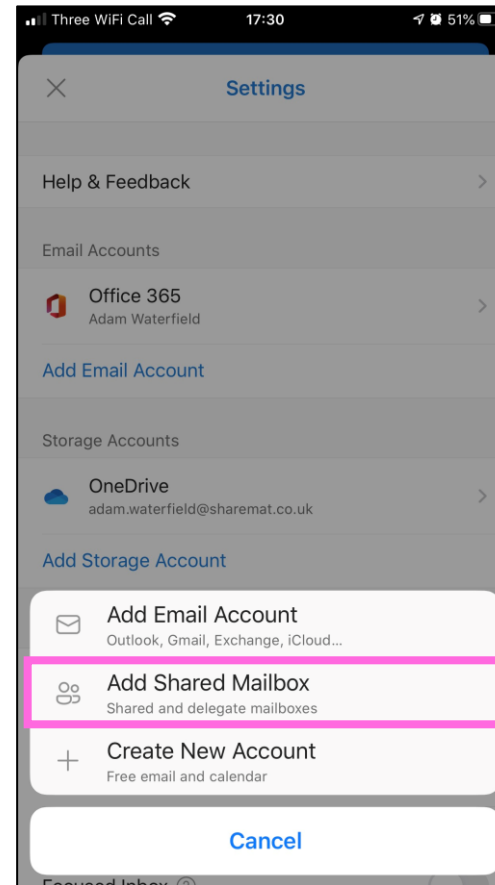
Open the side menu

Then tap the settings cog/gear to open that menu.

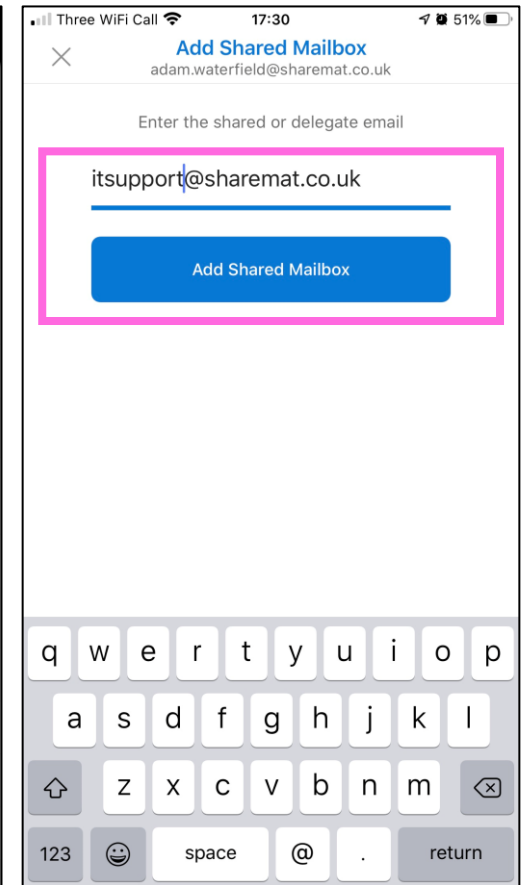


Tap Add Email Account

A popup menu will appear.



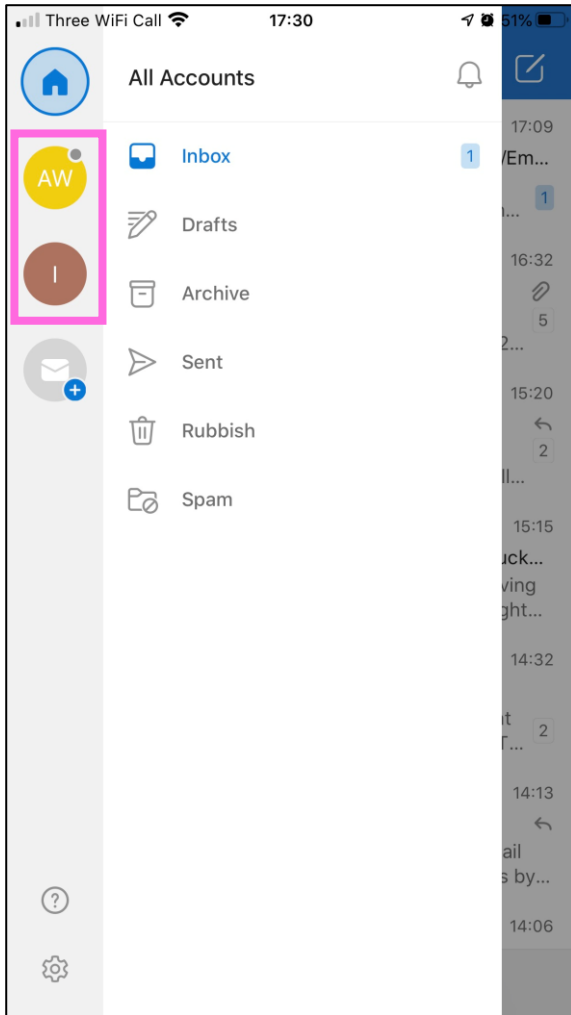
Tap Add Shared Mailbox



Enter the shared mailbox email address

You will need to have permissions to this shared mailbox.

Tap Add Shared Mailbox.



Move between mailboxes

You can move between mailboxes by tapping on the account pips down the side.

That's all there is to it!