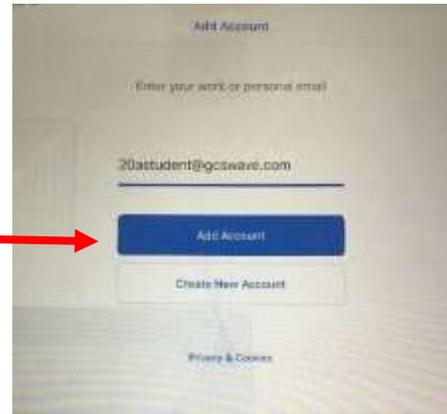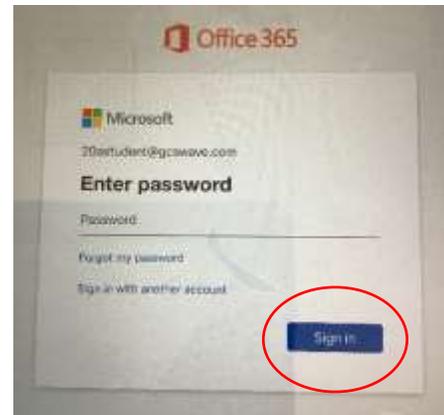**How to setup Outlook on your Student's iPad**

- Open the Outlook app

- Enter your student's email address and Tap the Add Account button

- Enter your student's five-digit passcode
- Tap on Sign in
- Tap on No Thanks for adding another account
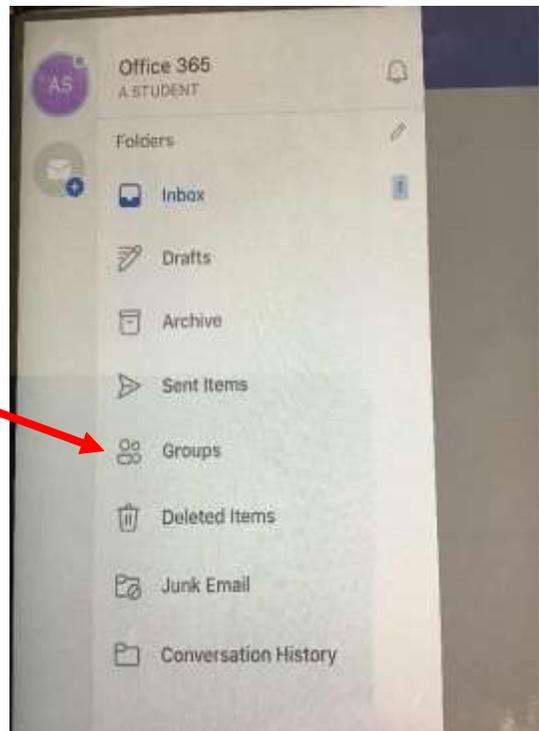- Tap on Turn On for Enable Notifications

To Locate the Groups of your Student

- Tap on your student's initials on the top left

- Tap on Groups

- Return to email by reversing the process and Tapping on Inbox