

ACCESSING OUTLOOK

Accessing Your SFC Email on a Mobile Device

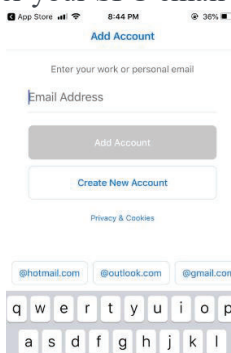


IOS USER (IPHONE, IPAD)

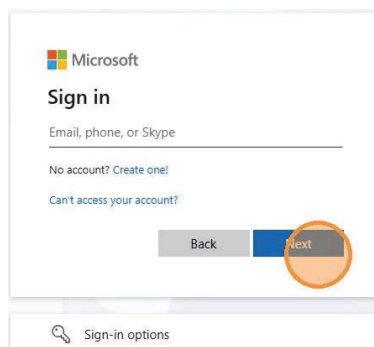
- ☐ Go to the App Store, search for Microsoft Outlook and install the app.



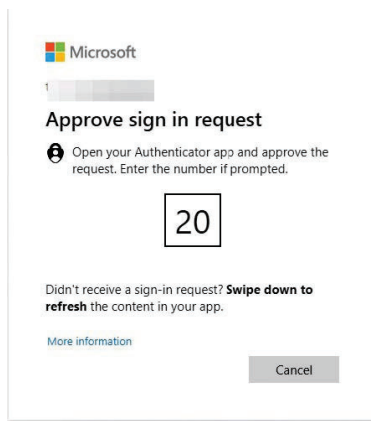
- ☐ When it's finished, choose open.
- ☐ Enter your SFC email address. Click add account.



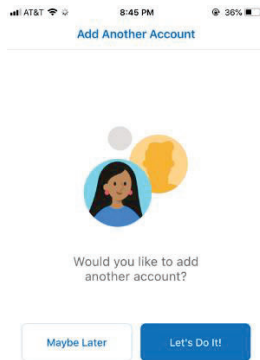
- ☐ Enter your SFC Password and click sign in.



- ☐ Complete multi-factor authentication using the Microsoft Authenticator Mobile App (must have been previously set up).



- ☐ Approve sign in on the Microsoft Authenticator mobile app, by entering the 2-digit code and press Yes.



- ☐ Go back to the Outlook app where you will be redirected to a page giving you to the option to add another account. Click on MAYBE LATER.
- ☐ Learn how it works through a short tutorial. Then FINISH.