

ACCESSING OUTLOOK



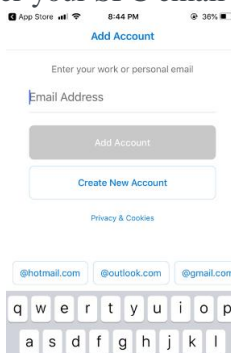
Accessing Your SFC Email on a Mobile Device

IOS USER (IPHONE, IPAD)

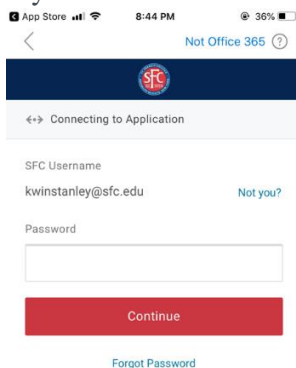
- ☐ Go to the App Store and search for Outlook. Install the app.



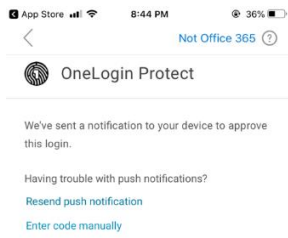
- ☐ When it's finished, choose open.
- ☐ Enter your SFC email address. Click add account.



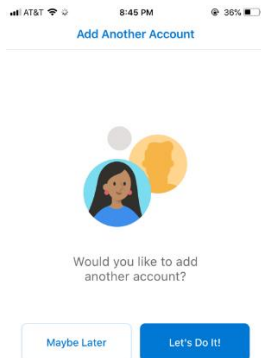
- ☐ Enter your SFC Password and click sign in.



- ☐ Authenticate using your verification method either through the OneLogin Mobile App or answering the Security Questions that you have previously set up.



- ☐ 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.



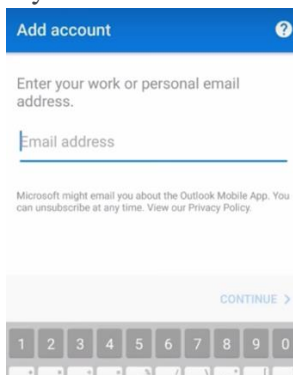
- ☐ Learn how it works through a short tutorial. Then finish.

ANDROID USER

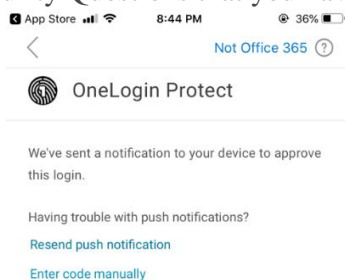
- ☐ Go to the Play Store and search for Outlook. Install the app.



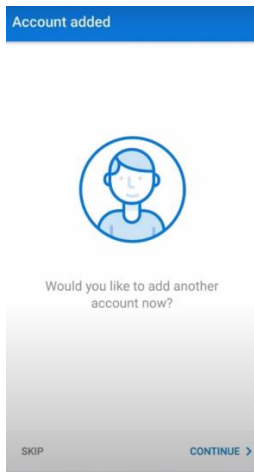
- ☐ When it's finished, choose open.
- ☐ Enter your SFC email address. Click continue to enter your SFC password. Click sign in.



- ☐ Authenticate using your verification method either through the OneLogin Mobile App or answering the Security Questions that you have previously set up.



- ☐ Go back to the Outlook app where you will be redirected to a page giving you to the option to add another account. Click skip.



- ☐ Learn how it works through a short tutorial. Then finish.