
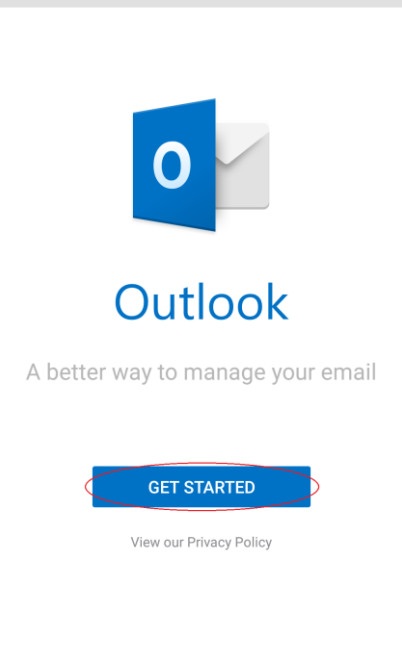


Instructions for King Student Email setup in Outlook application.

Because the Droid series of phones come in a variety of setups and models **we do not offer assistance with adding email under the phone but instead encourage students to download the Outlook application to manage their student email.**

<p>Step 1: Download and install the <u>Outlook application from the Google Play Store market.</u></p> <p>Installation will vary from phone to phone.</p>	
<p>Step 2: Find and open the Outlook application. After opening, select the Get Started Icon as displayed on the right.</p>	

Step 3:

Next, type in **your FULL King Student Email** into the **Email Address Section**.

After typing in your full King Student email, select **Continue**.

← Add Account

Enter your primary work or personal email address.

Email Address

username@student.king.edu

CONTINUE

Microsoft might email you about the Outlook

Step 4:

In the next window that appears **verify your King Student Email is correct** then type in your current Portal Password.

Then select **Sign In**.

Office 365

Work or school account

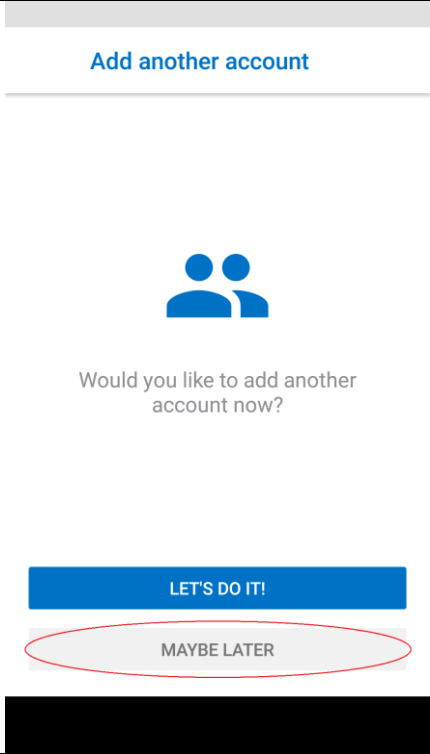
username@student.king.edu

Password

Sign in

Back

Can't access your account?

<p>Step 5: Outlook will prompt you to add additional emails to the application. This is left to the discretion of the user and <u>King will not assist with any other email setups.</u></p> <p>Select Maybe Later.</p>	
<p>Step 6: You have now completed adding your King Student Email to your personal device.</p>	

If you encountered issues with this setup you may bring the device to the Help Desk and a tech will assist you.

If you encountered issues with your Portal password not working with this setup, please email helpdesk@king.edu and a tech will get in contact with you as soon as possible.