

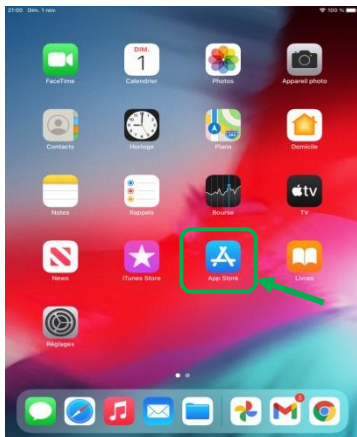


This document is available to help you configure different devices, such as cell phones (**iPhone**) and tablets (**iPad**).

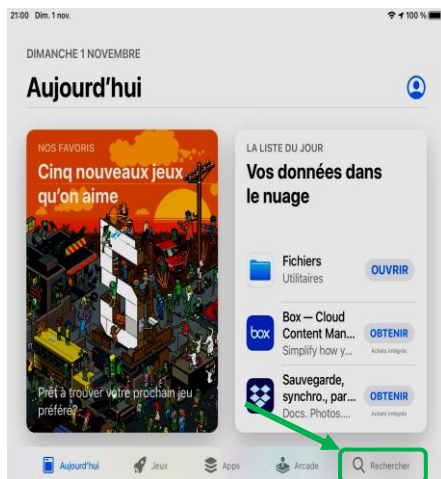
*It is not possible to give you a setup procedure for every device. These instructions may not apply exactly to your device, but will serve as a guide.*

**Procedure :**

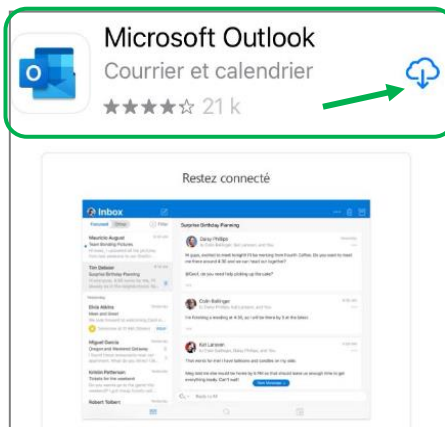
1. Click on the «App Store».



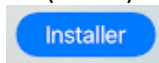
2. Click on the « Rechercher » (Search) option on the bottom-right of the screen and type "Microsoft Outlook".



3. Next, make sure it is the "Microsoft Outlook" application. Finally, click on the «Obtenir» (get) button to start downloading the "Microsoft Outlook" application.

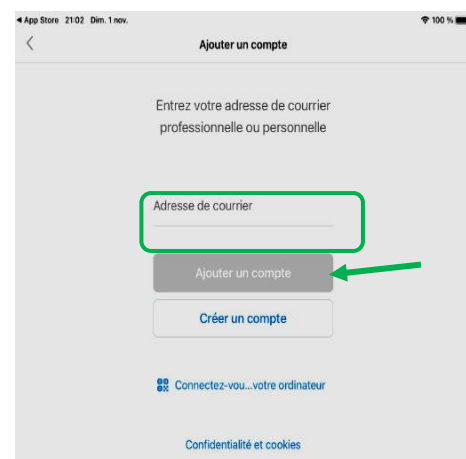


4. The « Obtenir » button will become the « Installer » (install) button.



Click on the button, you may need to sign in with your Apple ID (email from your Apple account) and password, then click on the "Ok" button.

5. When complete, press the «Ouvrir» (open) button.



6. Please enter **your full SCOL email**. For example :  
jbedard33@scol.qc.ca  
Then click on « **Ajouter un compte** » (add an account).

6. Enter your password (your student card number) and then click on « Se connecter » (connect).



7. The application will ask if you want to add another email address. If so, press the « Ajouter » (add) button and repeat the above steps. Otherwise, press the « Plus tard » button (later) to complete the setup. Here is an example of your "cssbe" email presentation:

