

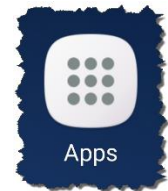


Use these instructions to begin using the Microsoft Outlook application for your WCPSS issued Samsung Galaxy S5 and Samsung Galaxy S7. The process involves installing the application and activating an additional layer of security, Company Portal.

NOTE: If you have already installed Microsoft Outlook on your device, skip to **page 2**.

Install Microsoft Outlook Mobile App

1. From the Home Screen, tap **Apps**.



2. Tap **MaaS360**.

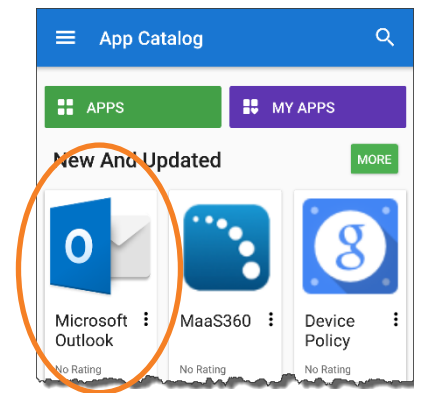


3. Tap **App Catalog**.

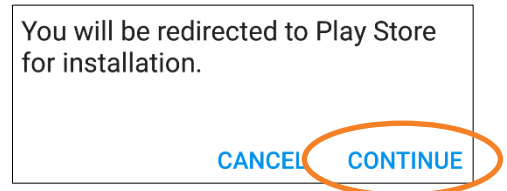


4. Tap **Microsoft Outlook**.

5. Tap **INSTALL**.



6. Tap **Continue**.



7. Tap **INSTALL** and wait for process to complete.

Activate Company Portal

NOTE: The Company Portal app has been pushed to your Samsung phone. If you do not have this application, contact the Help Desk.

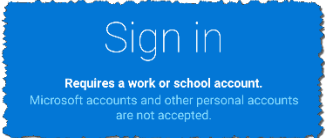
1. From the Home Screen, tap **Apps**.



2. Tap **Company Portal**.

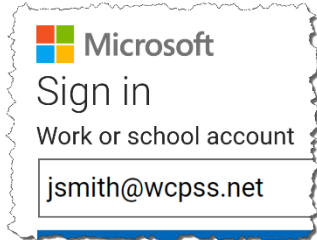


3. Tap **Sign in**.



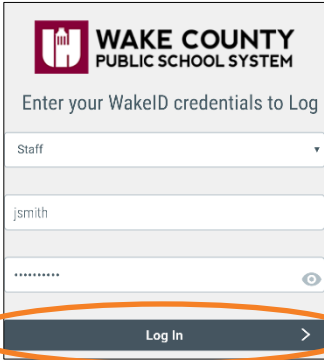
4. Enter **WCPSS email address**.

5. Tap **Next**.



6. Select **Staff** and enter your **WakeID** and **WakeID Password**.

7. Tap **Log In**.

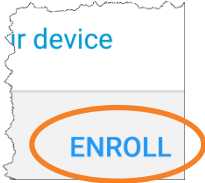


8. Tap **BEGIN**.

9. Review enrollment information and tap **CONTINUE**.

10. Review privacy information and tap **CONTINUE** again.

11. Tap **Enroll**.



12. Review administrator permissions and tap **ACTIVATE**.

13. Tap **CONTINUE**.

14. Tap **DONE**.

Log Into Microsoft Outlook

1. From the Home Screen, tap **Apps**.

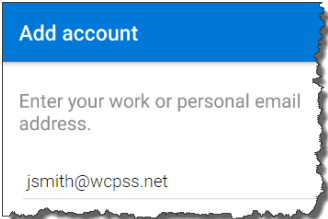


2. Tap **Outlook**.



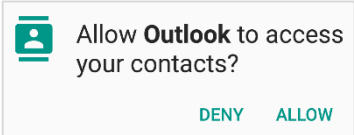
3. Tap **GET STARTED**.

4. Enter **WCPSS email address**

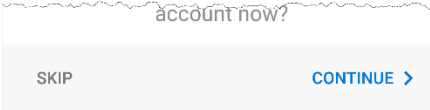


5. Tap **CONTINUE >**.

6. Indicate if Outlook can access your contacts.



7. Tap **Continue** to add another account, or tap **Skip** to move forward with setup.



8. Tap **Skip**.



You are now logged into your Outlook email account.