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## Set up Riverside Email on your phone

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In addition to setting up email, calendars, and contacts on your PC or Mac, you can also set them up on your phone with the Outlook mobile app.

## Set up email on an iPhone

- 1. On an iPhone, go to the App Store, search for **Outlook**, and install the Outlook app.
- 2. Sign in with your Apple ID, if prompted.
- 3. Open the app, tap Get Started, and choose to allow notifications.
- 4. On the Add Account page, enter your Riverside email address and tap Add Account.
- 5. Enter your password, and tap Sign in.
- 6. Optionally, you can add more accounts, or tap Maybe Later.
- 7. After swiping through the guided tour, you will see your email, calendar, and contacts in the Outlook mobile app.

## Set up email on an Android phone

- 1. On an Android phone, go to the Play Store, search for **Outlook**, and install the Outlook app.
- 2. Open the app and tap **Get Started**.
- 3. Enter your Riverside email address and password, and tap Sign in.
- 4. Optionally, you can add more accounts, or tap Skip.
- 5. After swiping through the guided tour, you will see your email, calendar, and contacts in the Outlook mobile app.

## Set up email on a Windows Phone

- 1. On a Windows phone, in the app list, go to **Settings**, and then tap **email + accounts**.
- 2. Tap add an account.
- 3. On the **Add an Account** page, tap **Exchange**. (Tap **Outlook** if you're using Windows Phone 7 or Windows Phone 7.5.)

- 4. Enter your Riverside email address and password, and then tap **sign in**.
- 5. The Windows Phone automatically locates your account settings and syncs your email, calendar, and contacts.