



RIVERSIDE CHRISTIAN COLLEGE

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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.