Adding Microsoft365/Outlook mail to your phone

The district recommends you use the Outlook app for the highest security.
**The Outlook app is available for both Android and iOS.**

Once you have the Outlook app on your phone, you will need to add your account.

ANDROID

1. Enter your email address and tap the CONTINUE button at the bottom of the screen
    Use the short-version of your email address… firstinitiallastname@lhusd.org
    Example: Mary Smith will be msmith@lhusd.org

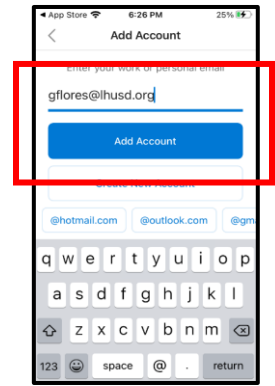2. Enter your district password and tap the Sign In button
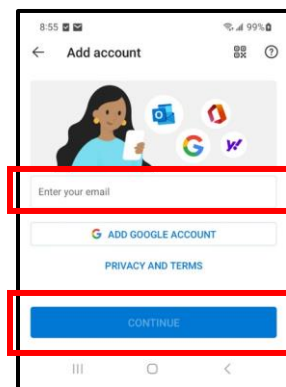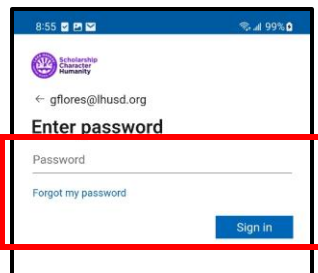
3. On the Add Another Account screen, tap Maybe Later at the bottom left
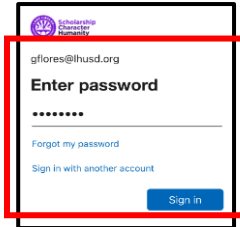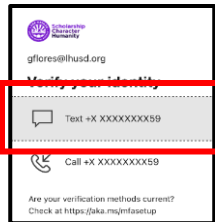
4. Your mail should now be displayed
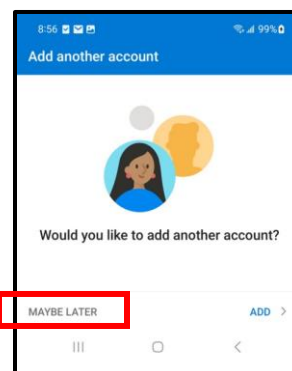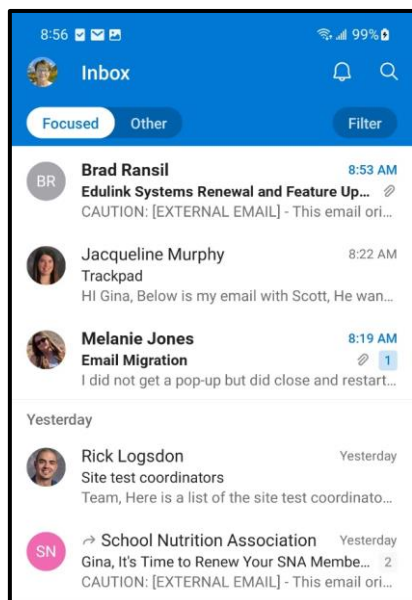
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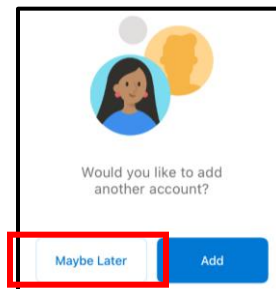2. Enter your district password and tap the Sign In button

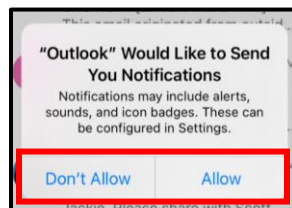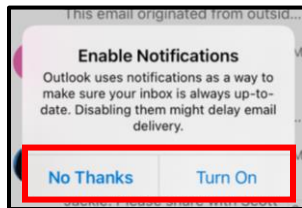3. Tap your TEXT phone number   Enter the 6-digit code you are texted and tap the VERIFY button

4. On the Add Another Account screen, tap the MAYBE LATER button

5. Turn On Notifications and Allow them to be sent
   (if you want these features)

6. Mail should now be displayed