Setup Outlook Mobile App

Seattle Public Schools is excited to announce that SPS students can now access a district-provided email account. Now students can use their SPS account login to log into Outlook and access their email and directly contact teachers between students and use the calendar to schedule meetings and note assignments.

Use the following instructions to set up access to the Microsoft Outlook mobile app:

1. Download Microsoft Outlook for iOS or Android on to your phone or mobile device.

2. Open the Microsoft Outlook app.

3. Tap **Sign in** on the Welcome to Microsoft Outlook! Screen.

4. Tap **Sign in with another account**.

5. Enter your SPS username. (i.e., 1username@seattleschools.org) and tap **Add Account.**
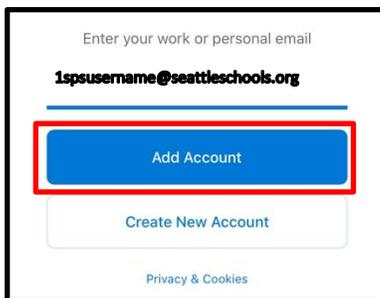
6. Enter your SPS password.

4. Tap **Let's Do It!** at the *Add Another Account* screen.
5. Respond to any prompts about receiving notifications and allowing access to your microphone.
6. Tap **Next** through any introduction screens if needed.

Congratulations!