TENNESSEE STATE UNIVERSITY How to Access Student Email From the Outlook App

1. On your Apple mobile device (phone or tablet), locate your **App Store**.



2. In the *App Store*, locate the search icon.

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3. In the search bar,
look for 'outlook'.
The first option
should be the *Microsoft Outlook App*. Click the *Get*icon.



Mail L for Outlook

4. After successfully inputting your Apple ID, the *Get* icon will change to *Install*. Click the *Install* icon.







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Updates

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Search

5. When the app has been installed, select *Open* in the *App Store* or locate it in your apps.



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6. Once located, open *Microsoft Outlook*. It will bring you to the following screen. Select *Add An Account*.

COutlook Mobile email just got a promotion! C C C ADD AN ACCOUNT

For student
 email, select *Office 365*.



8. You will be brought to the following log in screen. Enter your *complete student email address* and your computer & TSU Elearn password.

Office 365 ⑦ ×

View our Privacy Policy

Office 365

Work or sch	ol, or personal Microsoft account
test-studen	-1@my.tnstate.edu
••••••	
Sign in	Cancel
Sign in	Cancer

Can't access your account?





STATE UNIVERSITY How to Access Student Email From the Outlook App

9. If entered correctly, you will be brought to a loading screen.



Tom Harper Roadmap

Tom Harper

Files for Offsite Staff Meeting

Hey Linda, Here's the latest update to the roadmap Thanks, Tom

Hi Linda, Here's what the team has pulled together

so far. This will help us frame the strategy part of

2 %

12. Now you have access to your student email through the *Microsoft* Outlook App.



You've Reached

Inbox Zero ProTip: Organize your mail by thread or by individual messages.

Got an idea to make Outlook better? We want to hear about it!

Suggest a Feature



11. To leave the quick tour, select the 'x' located in the upper right-hand corner.