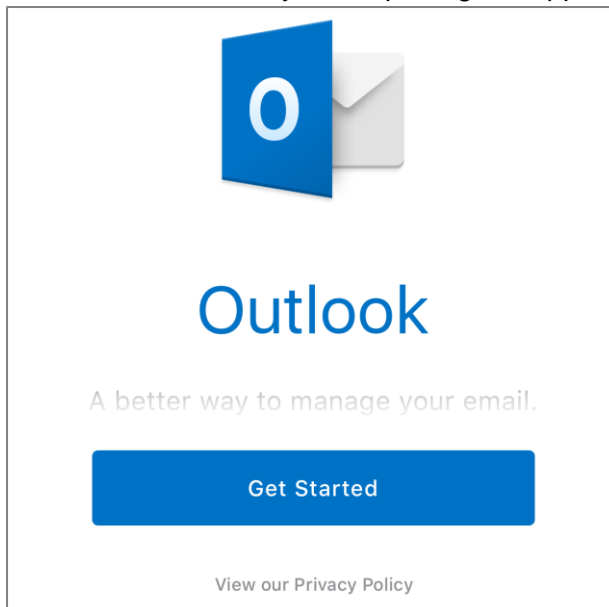
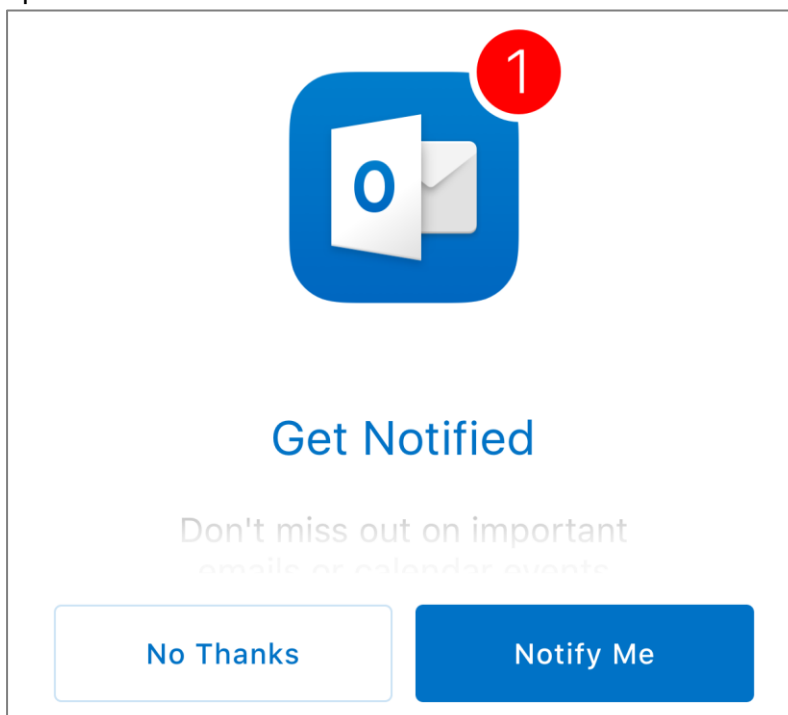


Microsoft Outlook - email and calendar

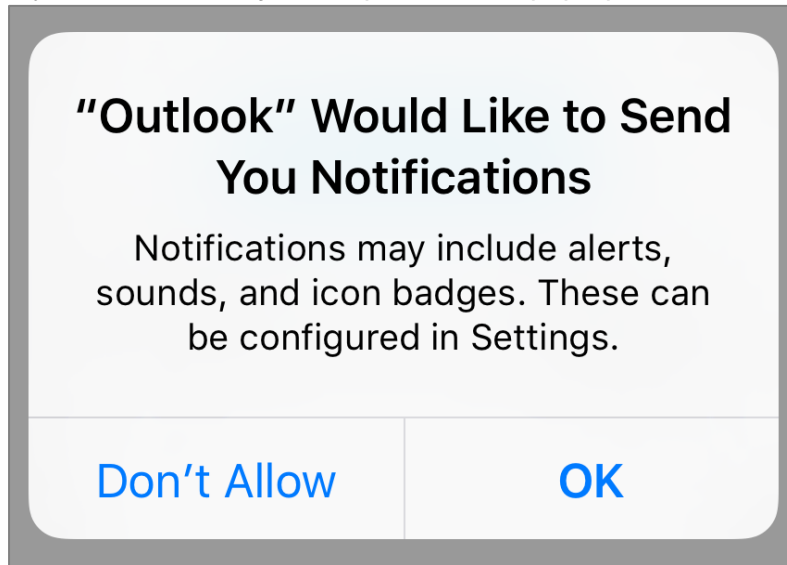
1. Install the Microsoft Outlook app from the app-store if you don't have it already, then open it.
2. If this is the first time you're opening the app, tap **Get Started**.



3. If you have already set up an email account in the Outlook app, tap **Settings**, and then **Add Account**, and then **Add Email Account**.
4. Decide if you want the Outlook app to send you notifications, and tap the appropriate option.



5. If you choose **Notify Me**, tap **OK** on the pop-up notification.



6. Enter your full HYMS user id and domain (for staff, not your email address).

18:43

[Add Account](#)

Enter your work or personal email address.

hytt1@hyms.ac.uk

[Add Account](#)

Microsoft may email you about Outlook Mobile.

You can unsubscribe at any time.

[Privacy Statement](#)

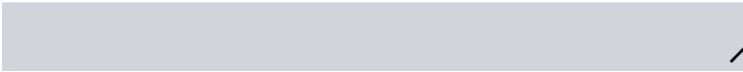
7. Tap **Add Account**.
8. On the **Office 365** log in screen, enter your **Password**.

Hull York Medical School

Sign in with your organizational account

Sign in

REMINDER Sign-in to Office 365 for HYMS with your user-ID in the format: **userid@hyms.ac.uk** and your HYMS password. Click [here](#) for help.

- 
9. Tap **Sign In**.
 10. If you want to add another email account to the Outlook app, tap **Let's Do It!**. If not, tap **Maybe Later**.
 11. Swipe through the Outlook app introduction screens, until you see your inbox.

That's it. If everything is working, you should see some email messages.