


## How to setup email on iPads

Open the Outlook app  (Don't setup through settings)

In the **email address** field enter your username: [10101010@stu.nwcs.k12.in.us](mailto:10101010@stu.nwcs.k12.in.us)

Enter **password**: this is the same password you use to login to the internet every day.

**Would you like to add another account?** *Maybe later*

Swipe through info screens or select skip.

Setup is complete.

**\*\*This is the same process you will use for all Microsoft Apps (ie. Teams, Word, Excel, PowerPoint, OneDrive)\*\***