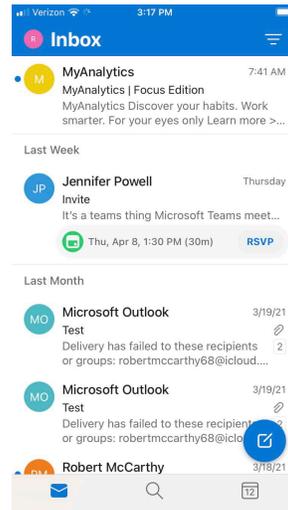
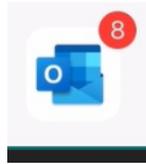
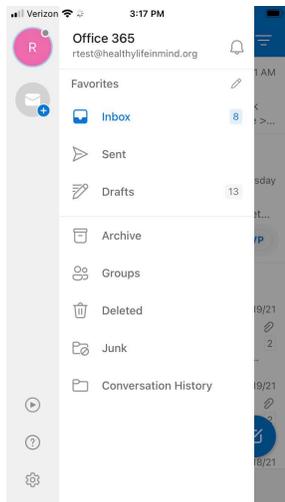




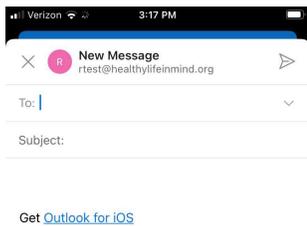
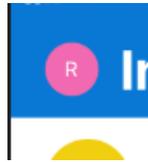
Tap the outlook icon in your bottom bar on your home screen to open.



This is your outlook Inbox.



Tap the circle with your initial in it next to inbox at the top of the page to see your full list of mailboxes.



Tap the blue circle in the bottom left corner to start a new email message.



This is your outlook calendar. Select the Calendar icon on the bottom of the screen to view.



To add a calendar event, tap the plus sign in the blue circle in the bottom left corner.

