

Outlook



Microsoft Outlook

Email and calendar



4.7 ★★★★★

957K Ratings

#6

Productivity

4+

Age

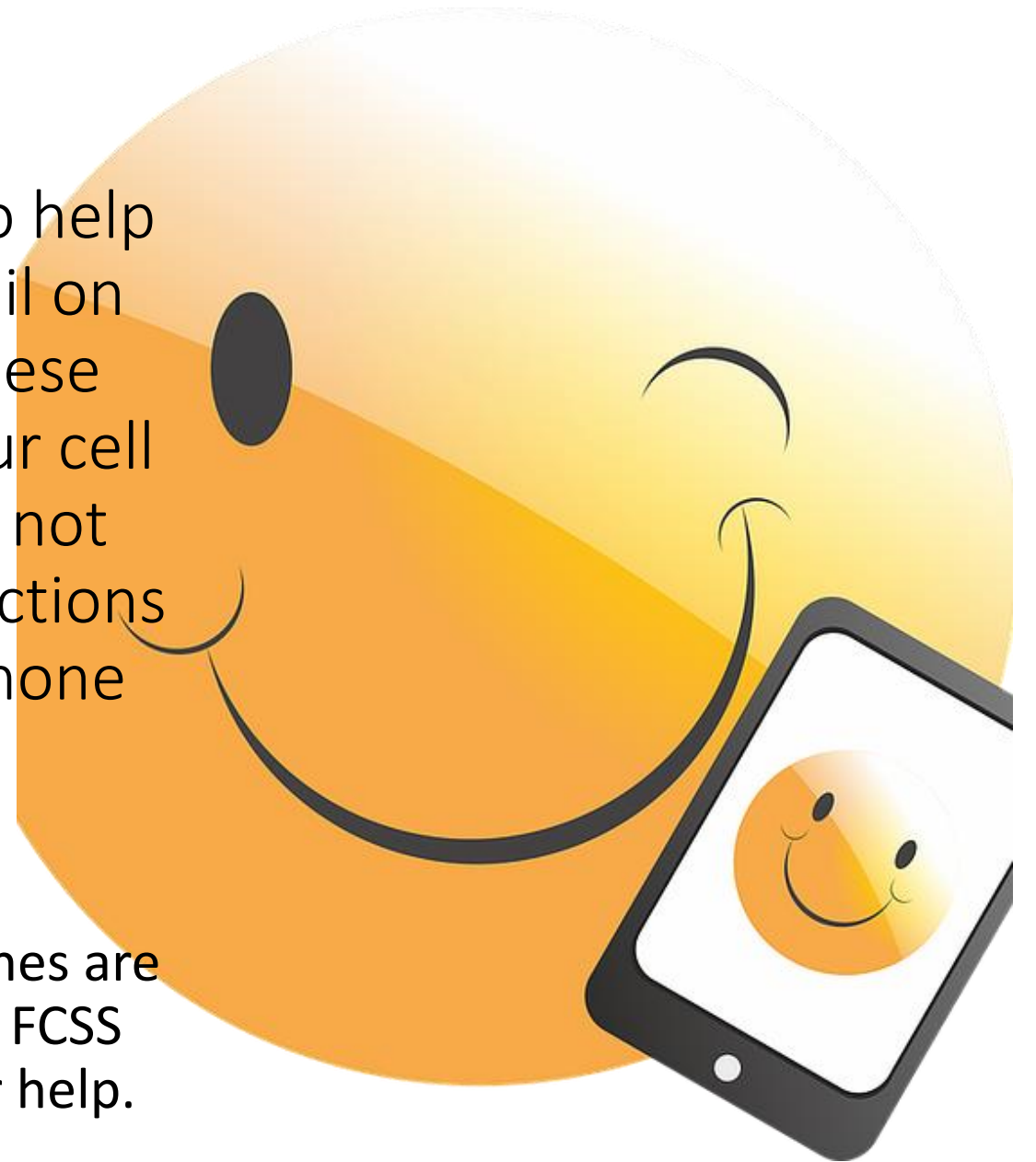
Outlook 365

Smart Phone Set up

to utilize Outlook 365
FCSS Email

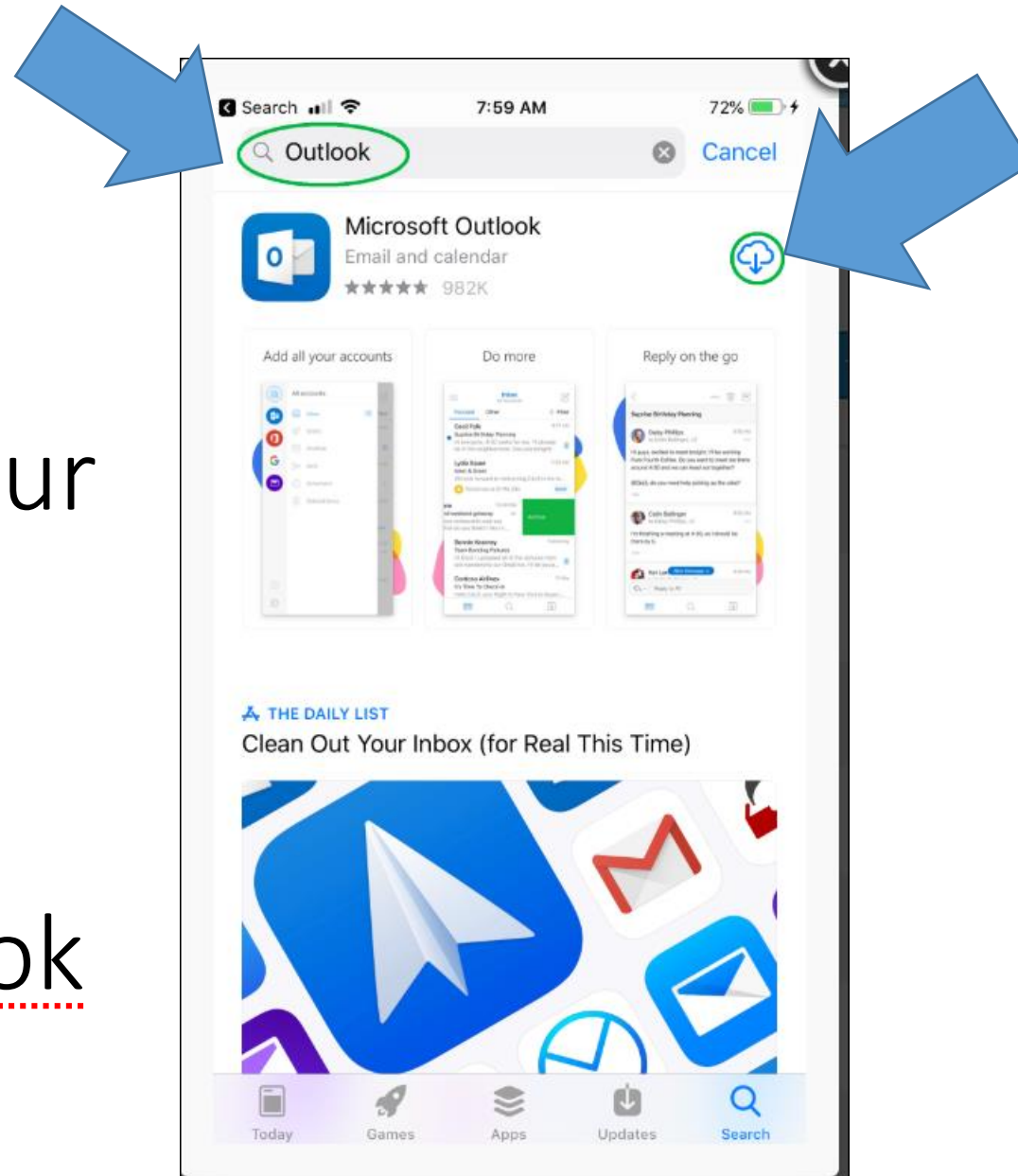
These directions have been created to help you to utilize your Outlook FCSS email on your smart phone. Any and all of these settings can be changed by you or your cell phone provider at anytime. You are not under any obligation to run these directions you may seek the help of your cell phone provider if you wish.

*All Transportation FCSS owned smart phones are expected to be set to utilize your Outlook FCSS email. If you have questions please ask for help.

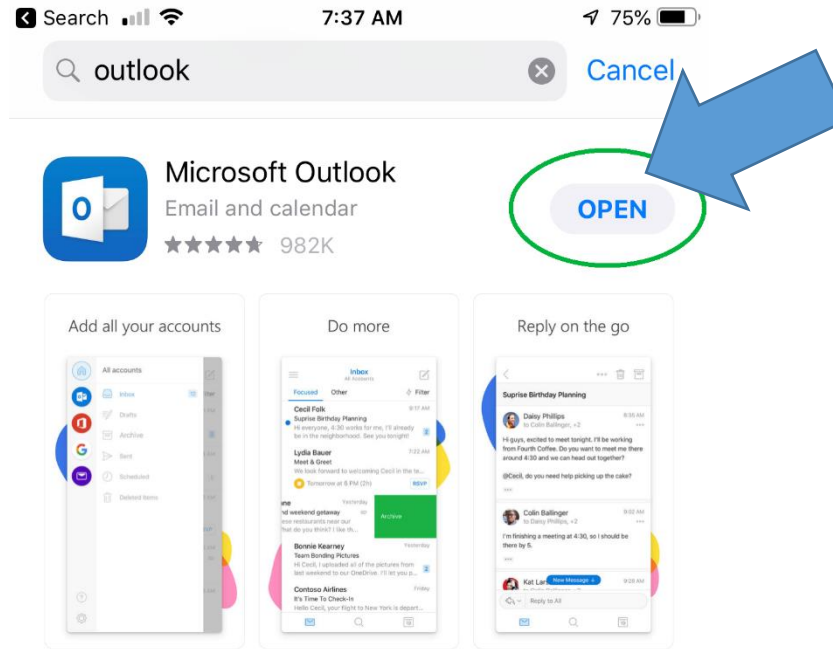


On the smart
phone. Go to your
App Store and
Download

Microsoft Outlook

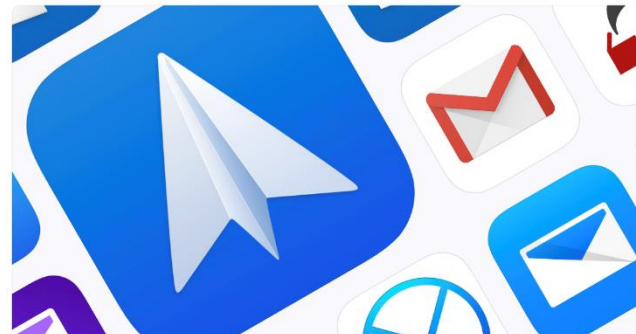


Open the App



THE DAILY LIST

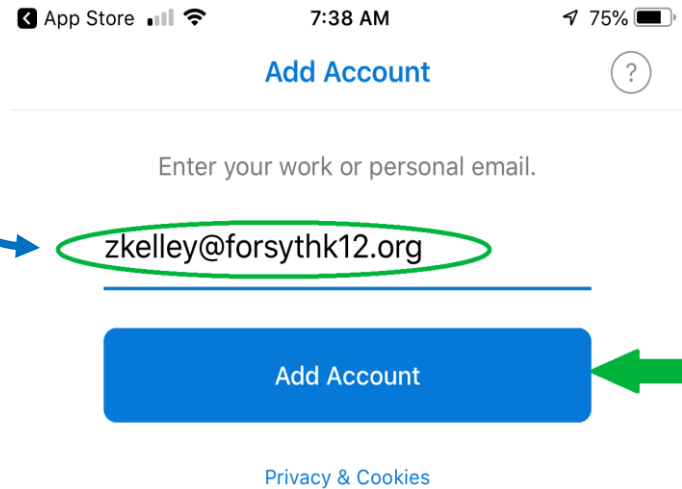
Clean Out Your Inbox (for Real This Time)



This is your email login just like always, except we now use the suffix [@forsythk12.org](mailto:zkelley@forsythk12.org)

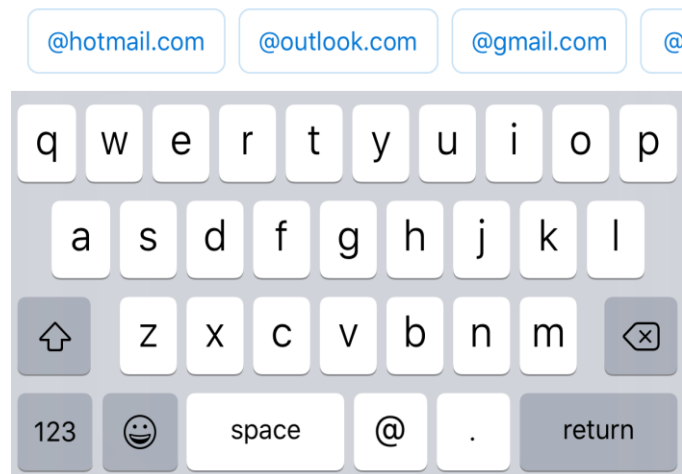
Do not use ~~.ga.us~~

we now use [@forsythk12.org](mailto:zkelley@forsythk12.org)

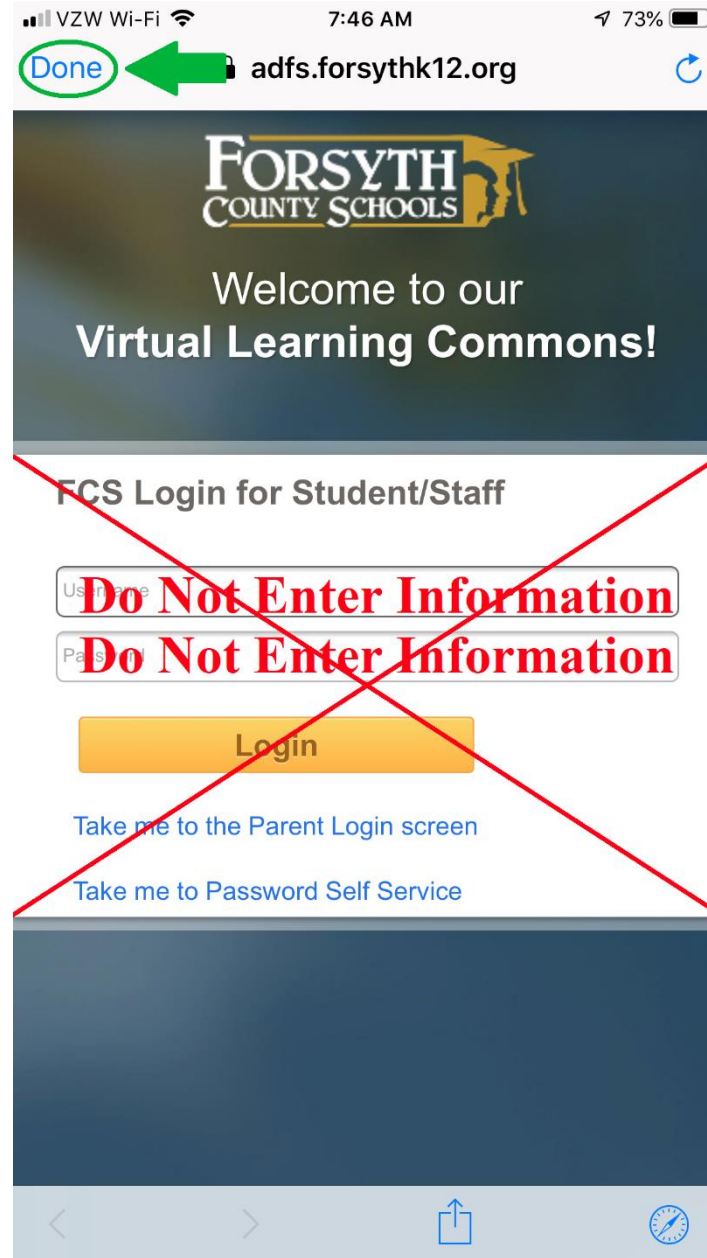


Type in your email address then click/touch

Add Account



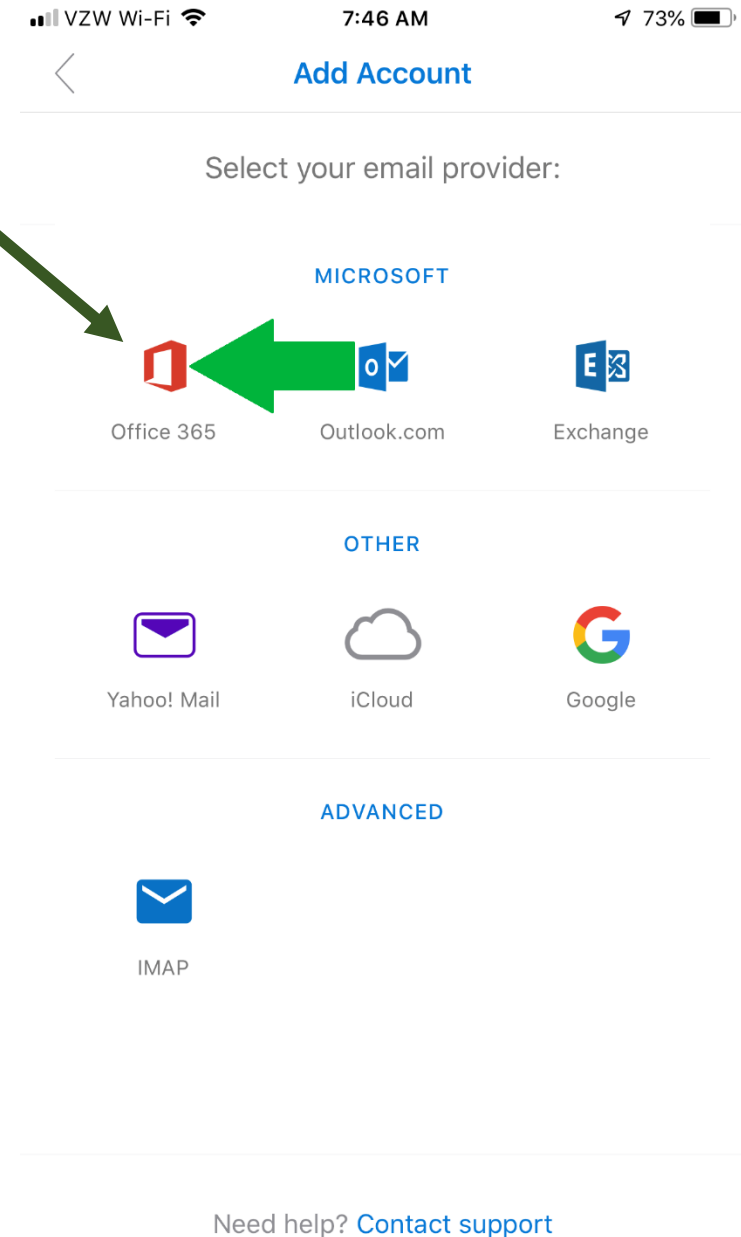
At the
top Left
Click
Done



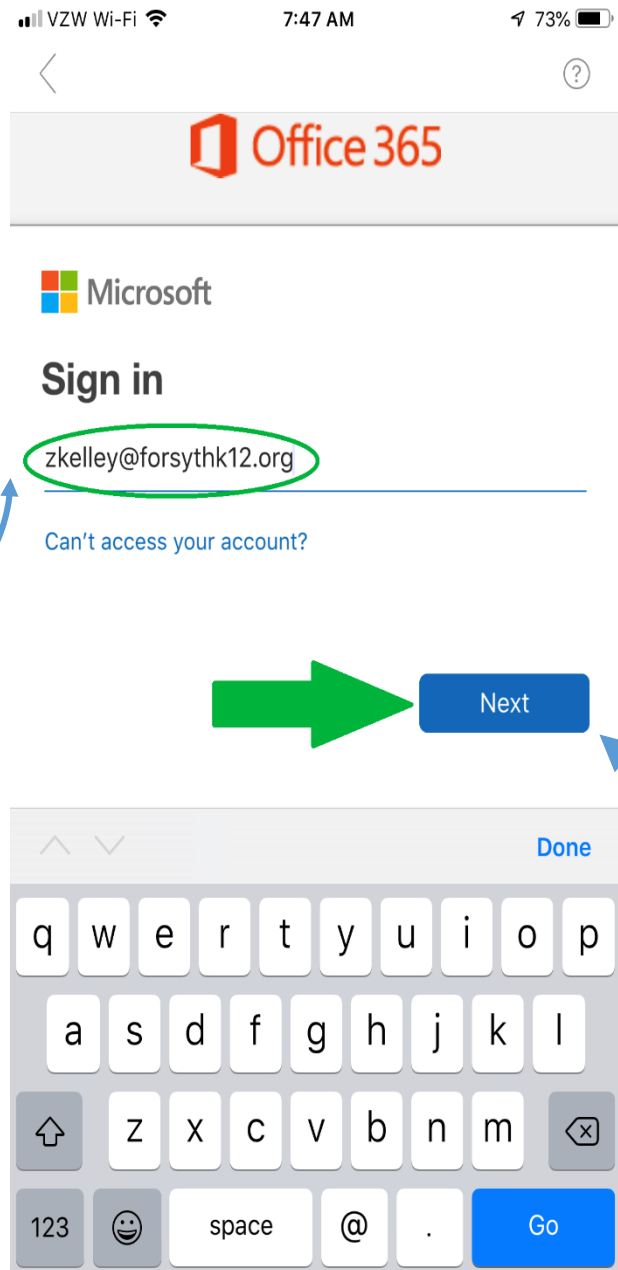
DO NOT
Enter
anything
within the
Red X'd area

Open the Outlook 365 App on your smart phone.

You will not use your “email app” that comes standard on your smart phone when you purchased it... you will need to use the Outlook 365 App to utilize FCSS email from this point forward.



Sign in using
your
@forsythk12.org



Double
check... Did
you use
.org
at the end?

Now
click/touch
Next

Log In

Type

____@forsythk12.org

Then type your

Password

And click/touch

Login in

FORSYTH COUNTY SCHOOLS

Welcome to our
Virtual Learning Commons!

FCS Login for Student/Staff

zkelley@forsythk12.org

.....

Login

[Take me to the Parent Login screen](#)

[Take me to Password Self Service](#)

Add Another Account

Next

Click/touch

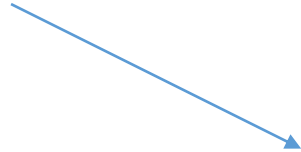
Maybe Later



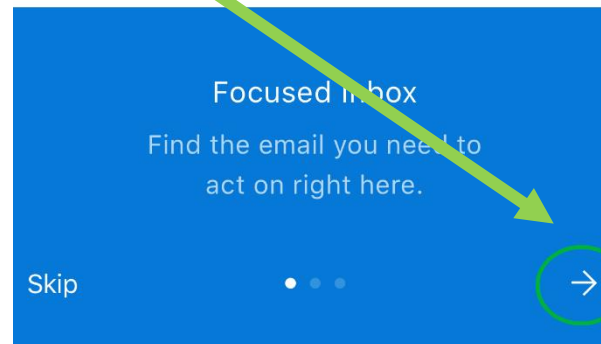
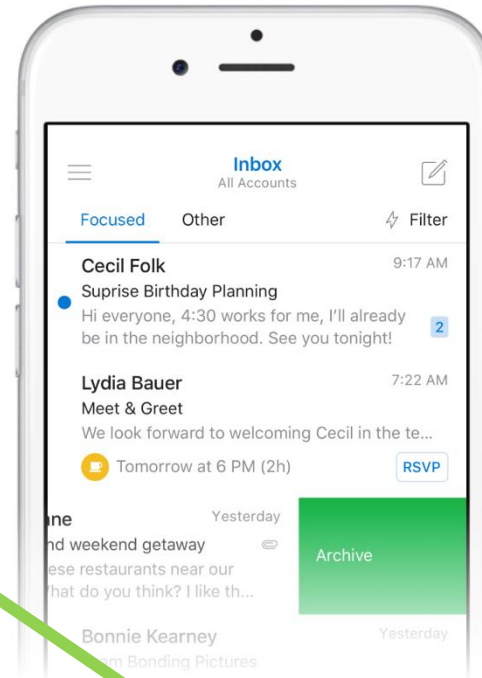
Would you like to add another account?

Maybe Later

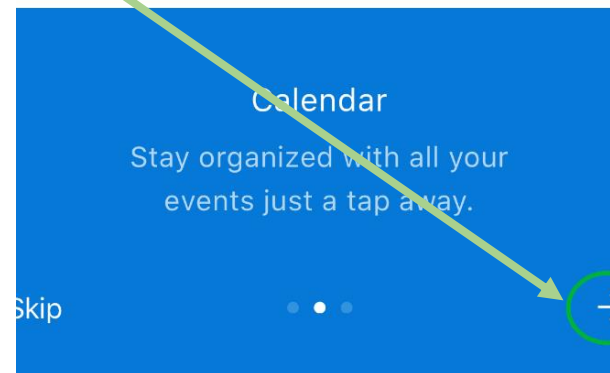
Let's Do It!



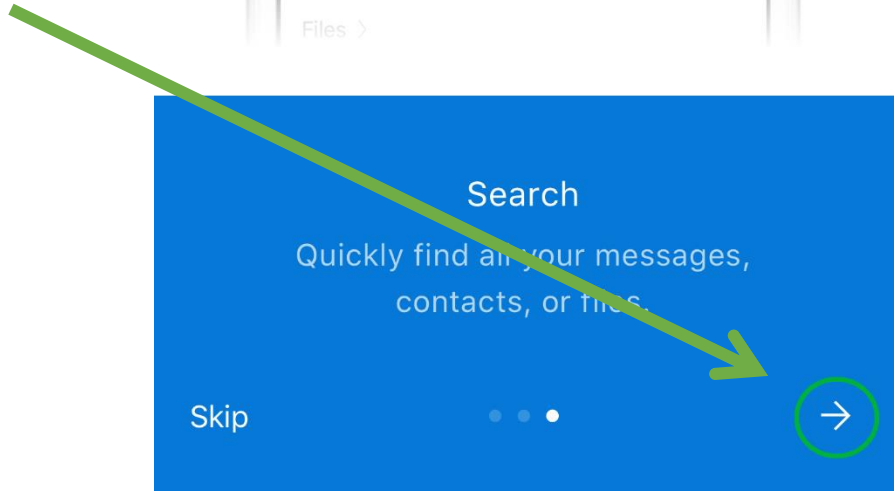
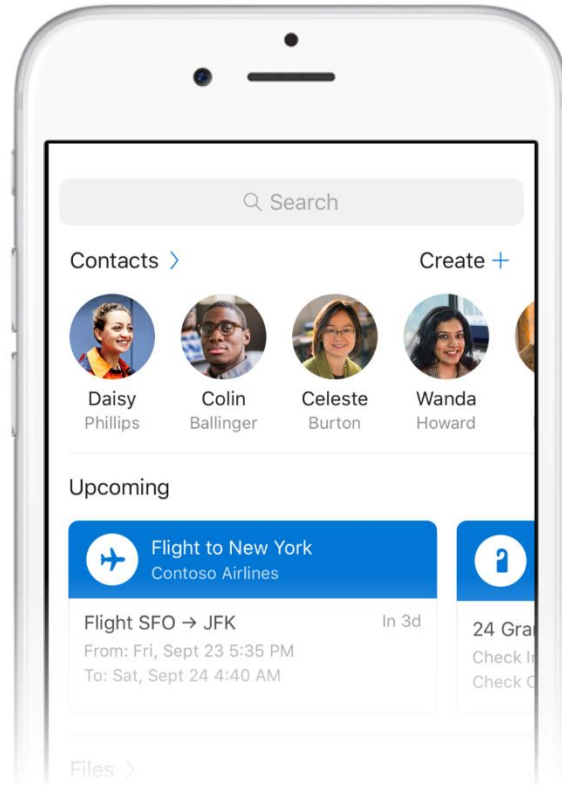
Touch/click on
the arrow in the
bottom right
corner



Touch/click:
on the arrow in
the bottom
right corner to
move forward

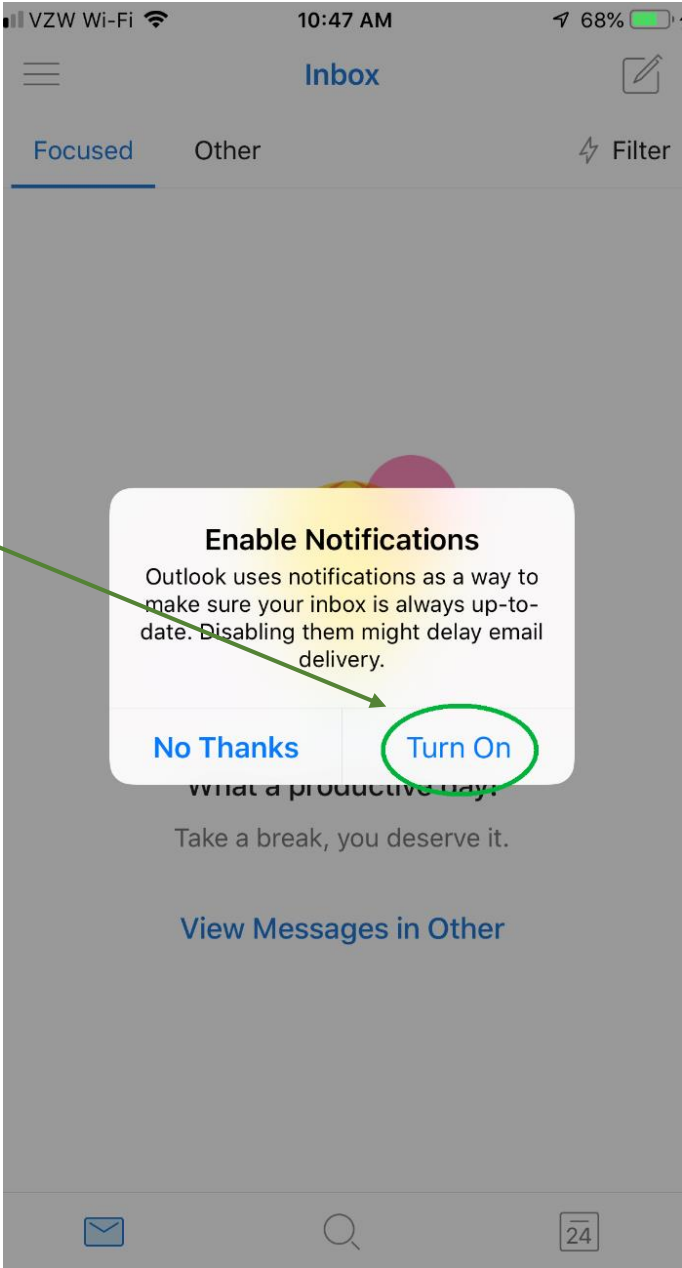


Click/Touch
on the arrow in
the bottom right
corner to move
forward



Click/Touch....

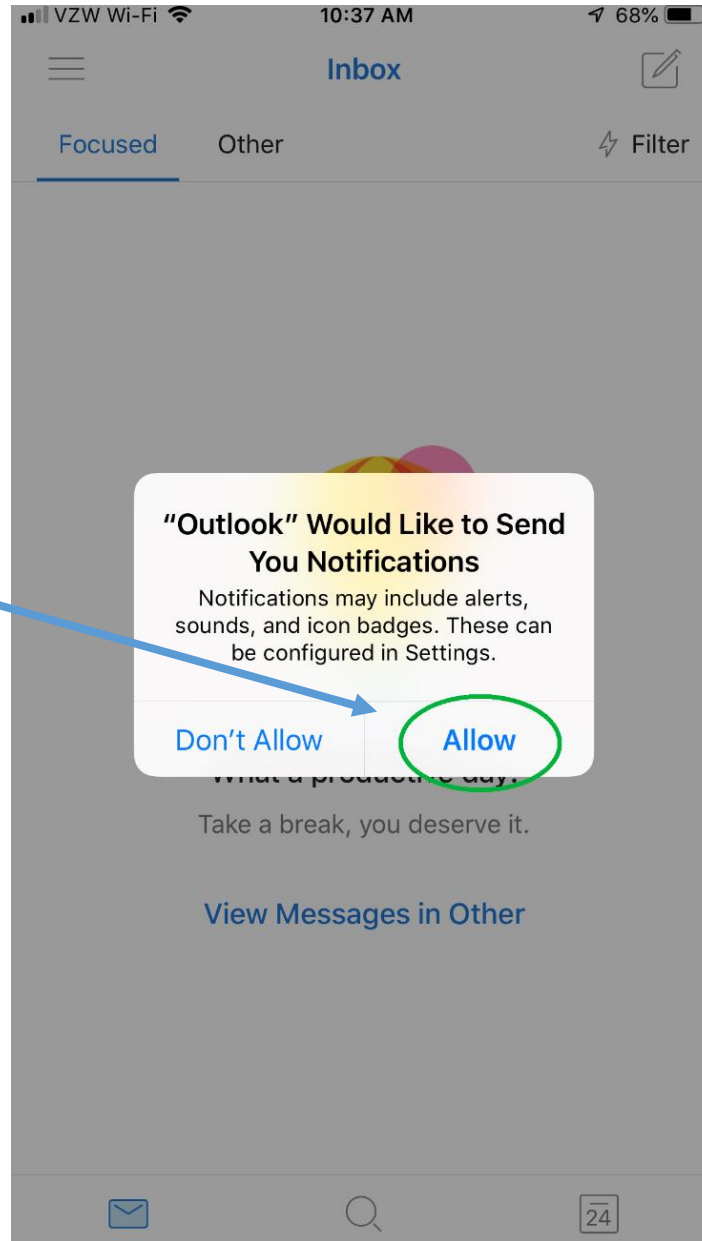
Turn On



Next

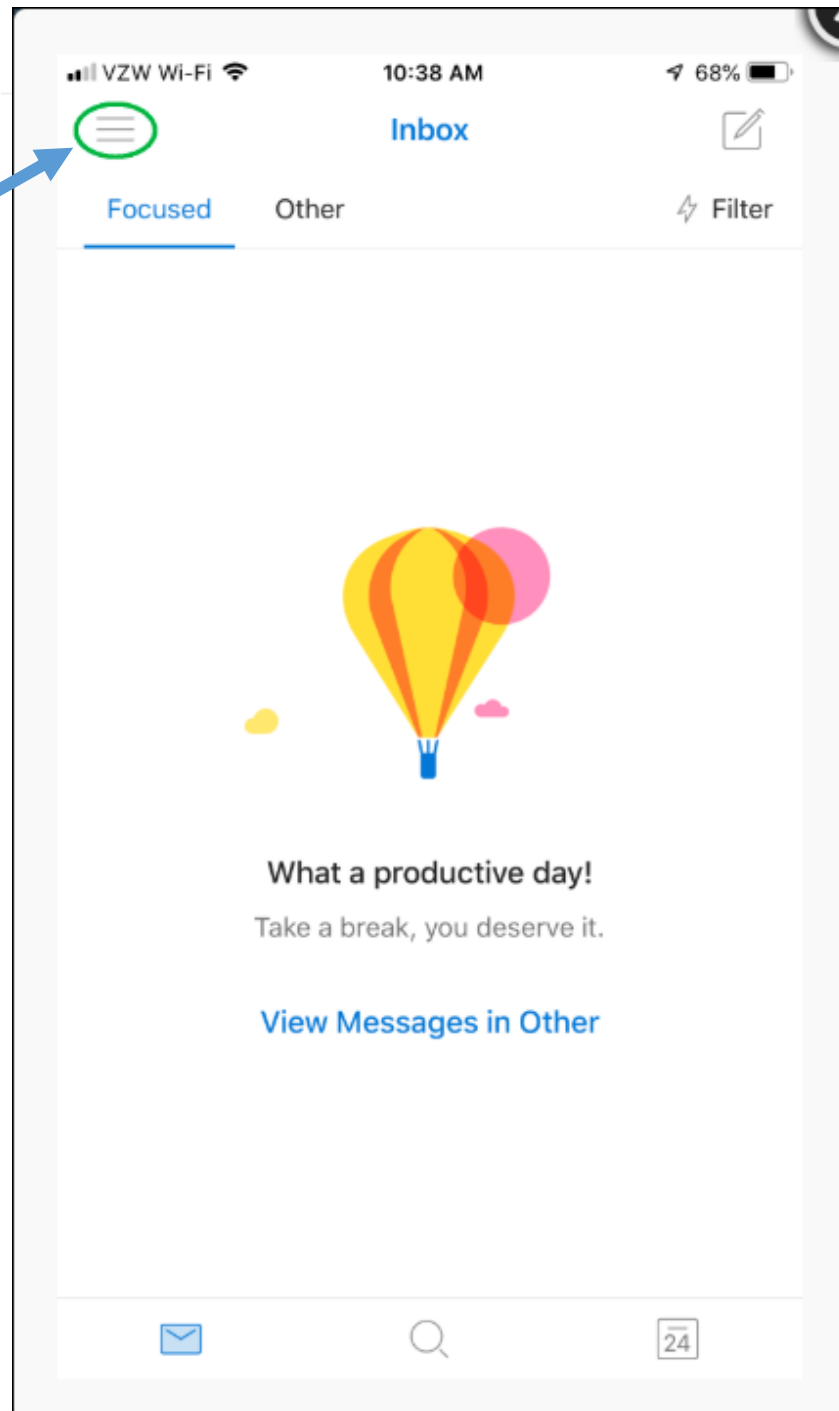
Touch/Click

Allow



Next....

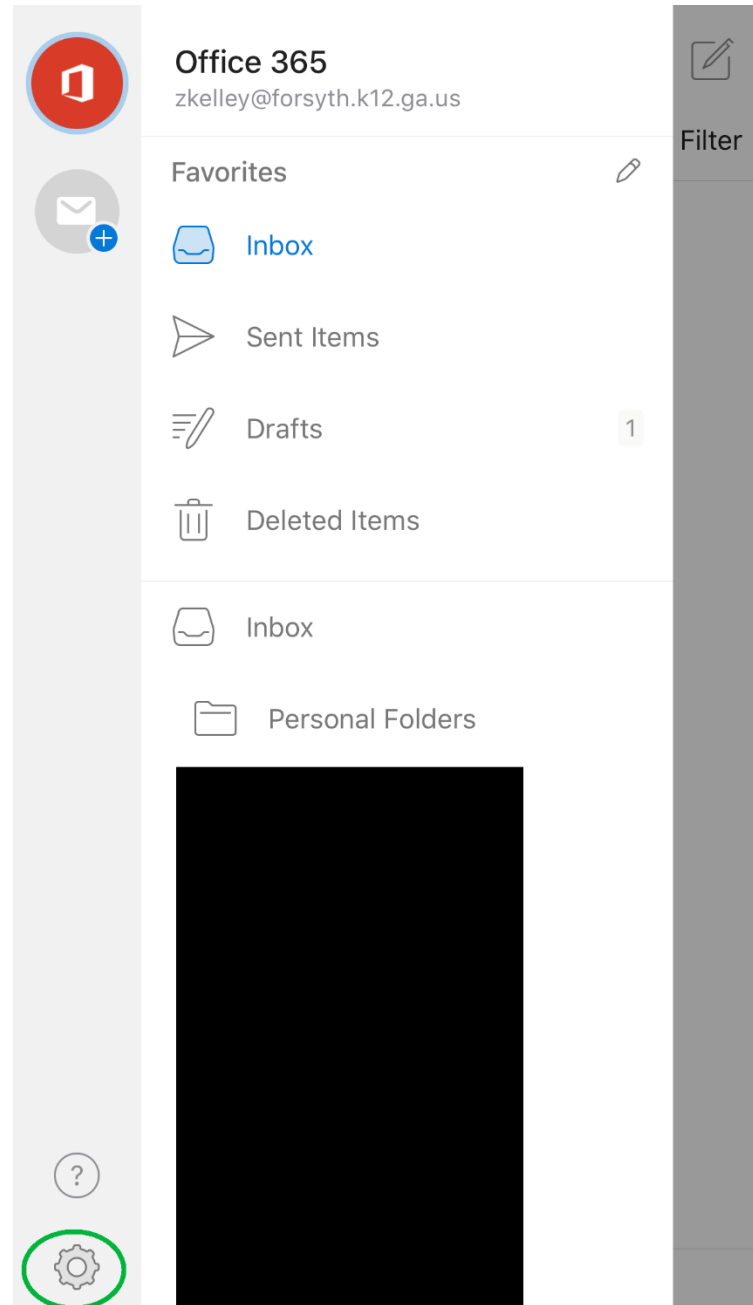
Touch/Click on the top
Left corner that is
circled in this picture



Oh yes you did !!

Now you are
signed in and
looking at your
new Outlook 365
Mailboxes

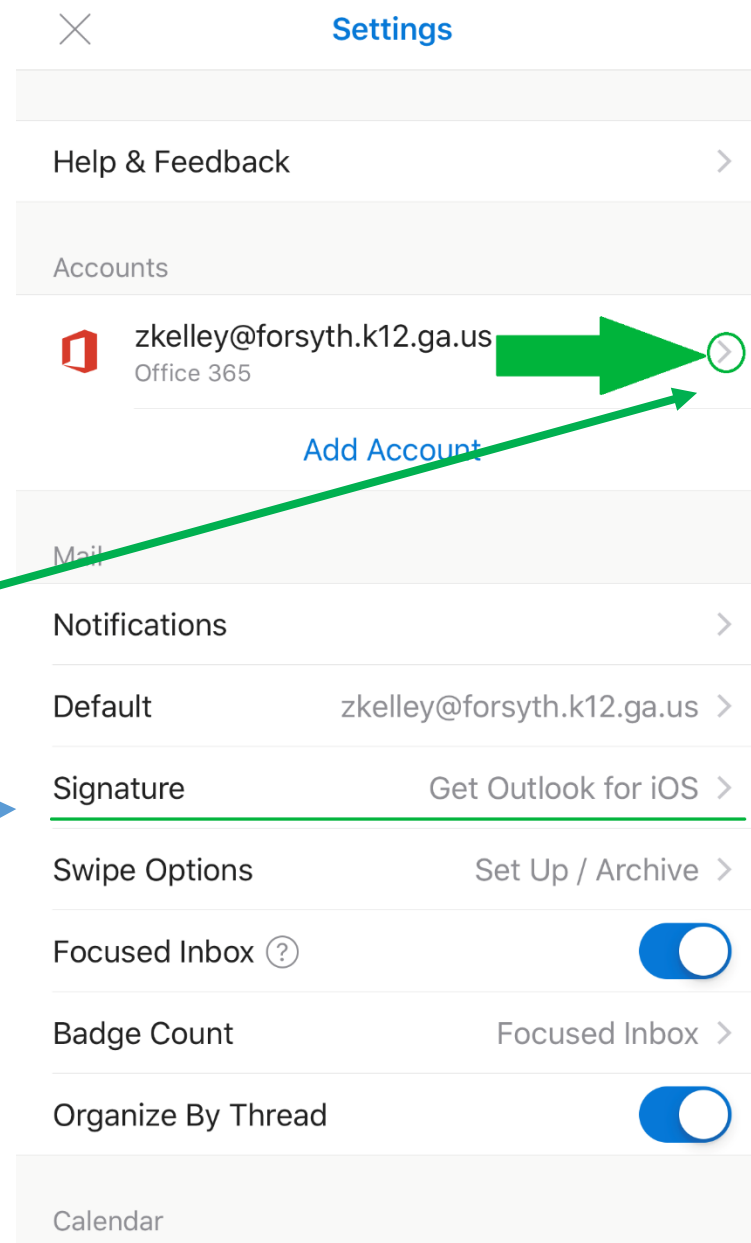
Great Job!!

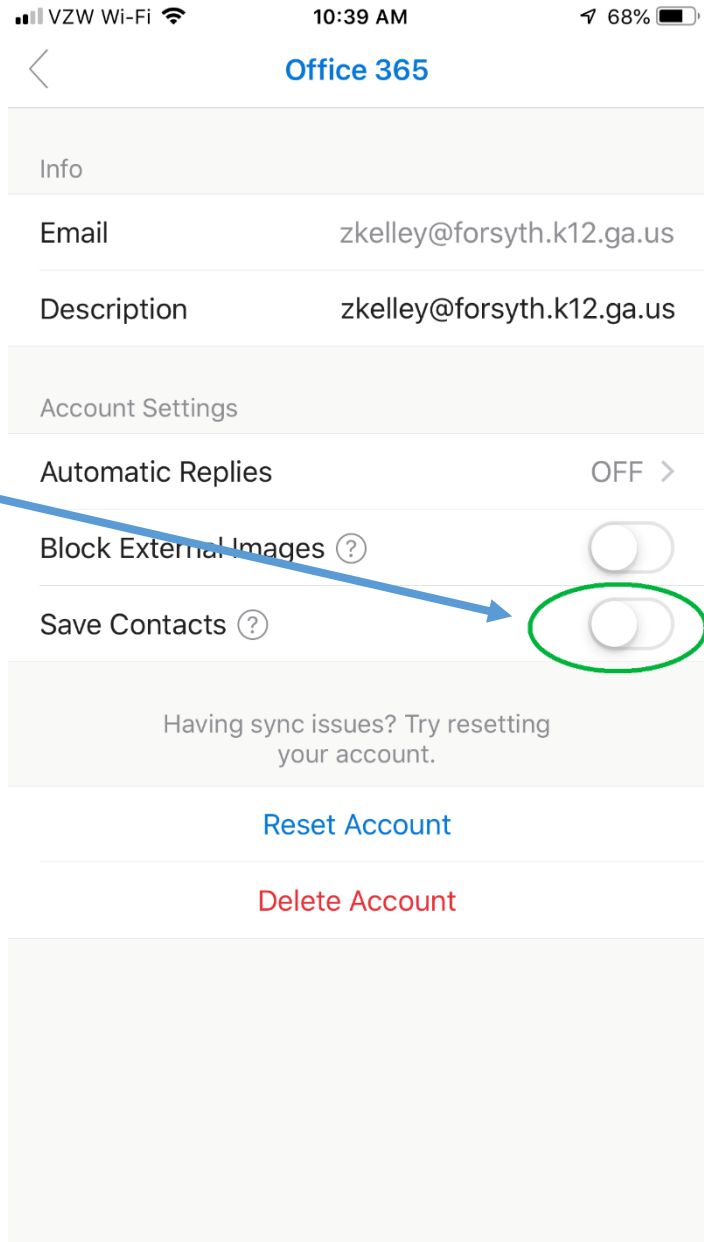


Lets do some fine adjustments now

Click on the spot where the **Green arrow** is pointing

You can set up your Signature here if you want one.

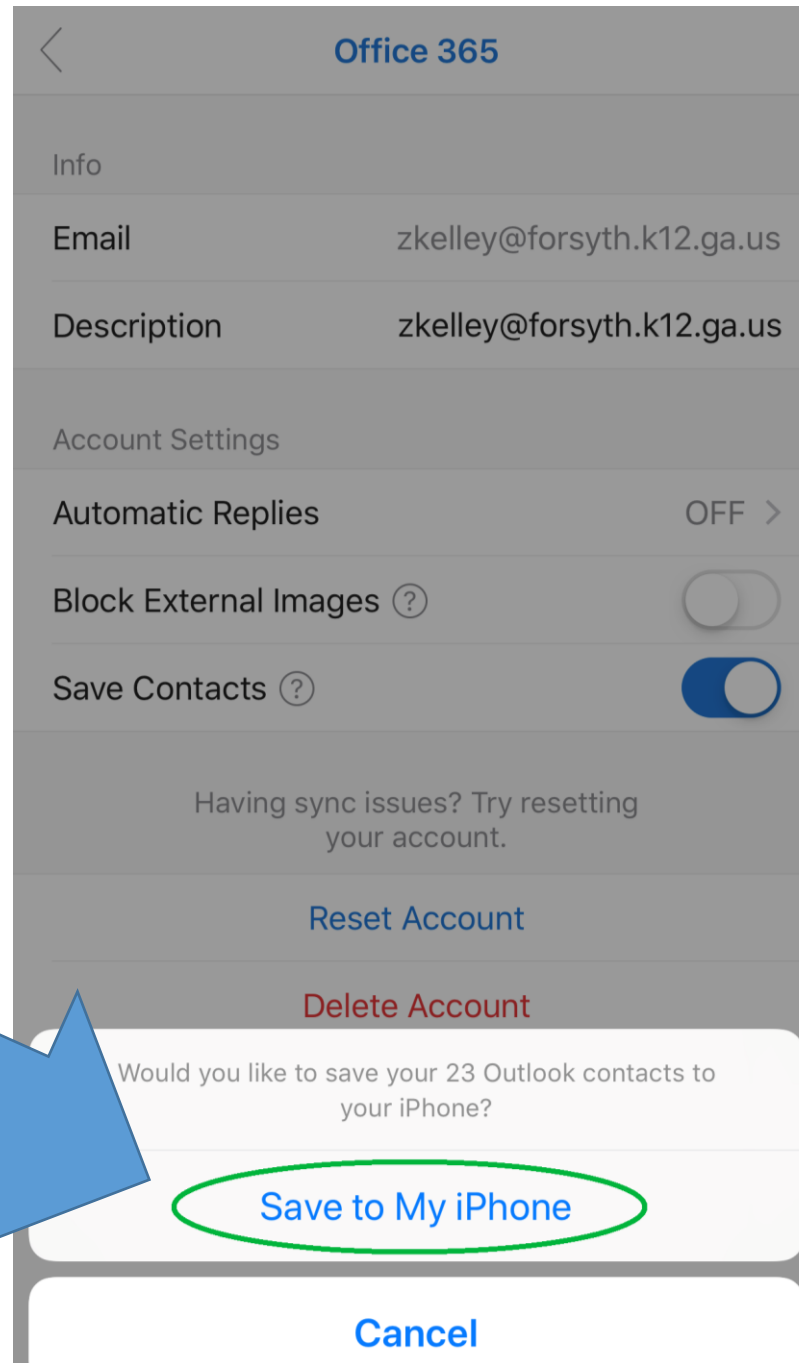
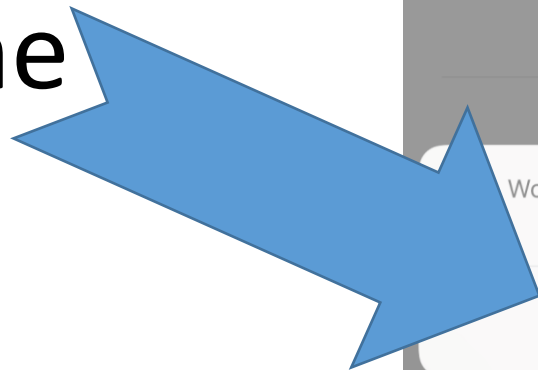




Slide this switch
to the right
(click on it)
so your contacts
follow you to
Outlook 365

Save to My iPhone

Click/Touch this
to Save to My
iPhone



One last thing...

Outlook would like
to access your
Contacts

Click/Touch OK

