DIGITAL METRO NORTH

Quick Reference Guide

Microsoft Outlook Setup on a Handheld Device

This guide details how to set up Microsoft Outlook which is a free application for Android phones, Android tablets, iPhones and iPads.

- 1. On your mobile device navigate to the App store.
 - For Android phones, got to Play Store



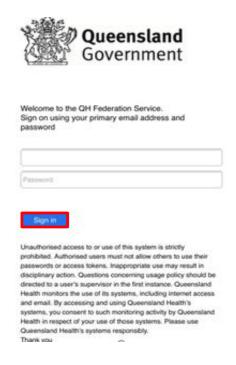
- For Apple phones, go to the App Store



- 2. Search for Microsoft Outlook.
- 3. Click on the *Microsoft Outlook* symbol click on **Download**.



- 4. Once downloaded, open *Microsoft Outlook* on your phone.
- 5. Sign into *Microsoft Outlook* using you Queensland Health email and password then click **Sign in**.



 You will receive a verification code/PIN that is sent to your mobile phone. Enter the code and click Verify.



7. Your device will need to sync any previous emails and will start to receive any future emails for your Queensland Health email.

Queensland Government