

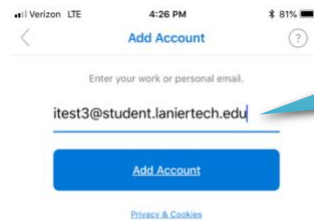
How to Sync LTC Email on Mobile

1. Download the OUTLOOK App in the [App Store](#).



2. Open the app.

When prompted, Add Account, and enter your full LTC student email address.

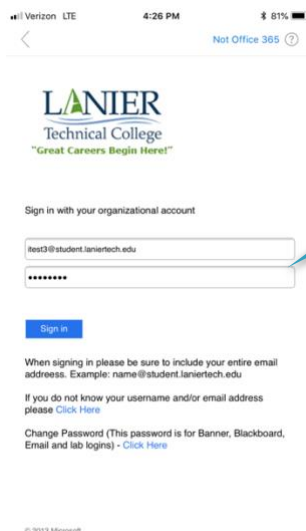


Enter full LTC student email account HERE.



3. The LTC Email sign on page will display.

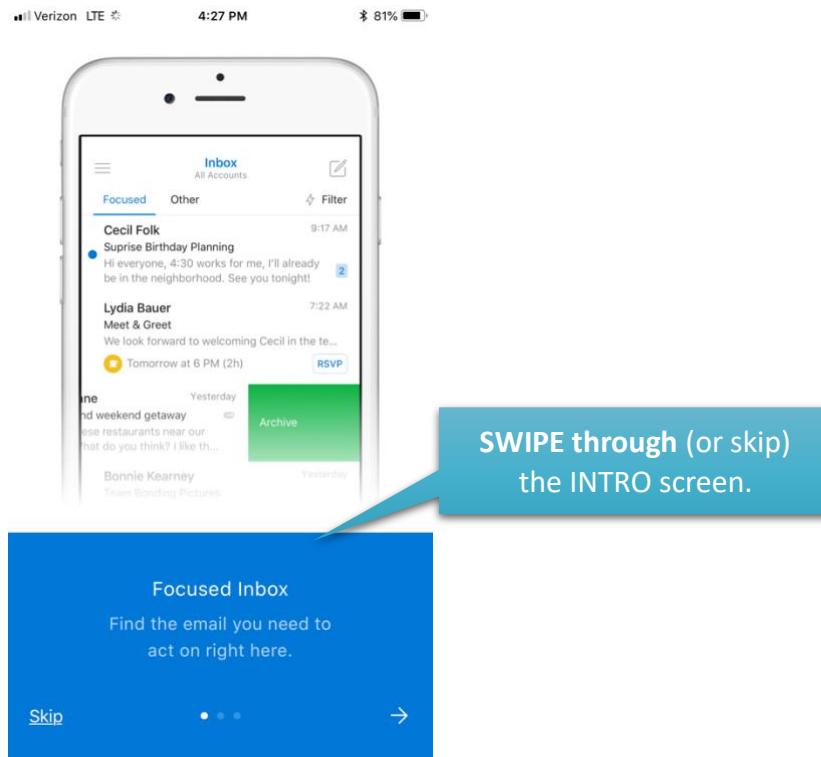
Enter your LTC student email password.



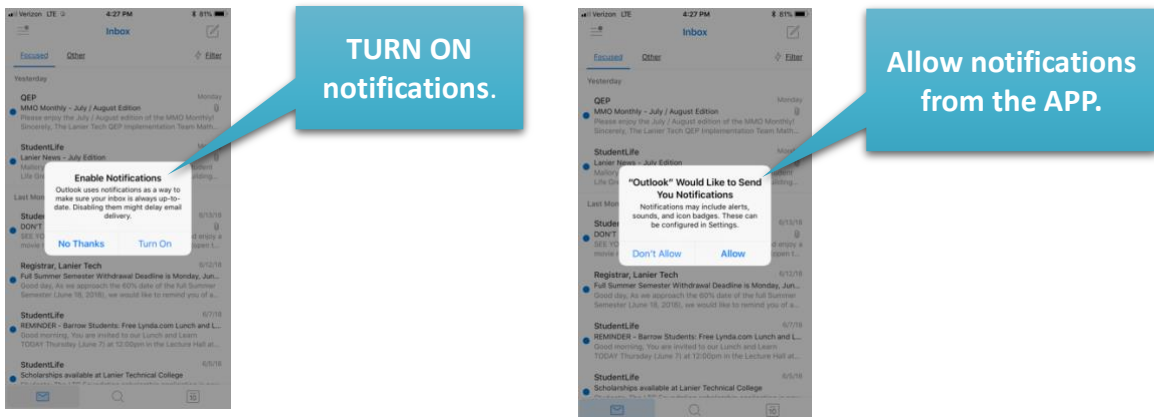
School Logon screen
Enter Password

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4. Scroll through or Skip the INTRO screens.

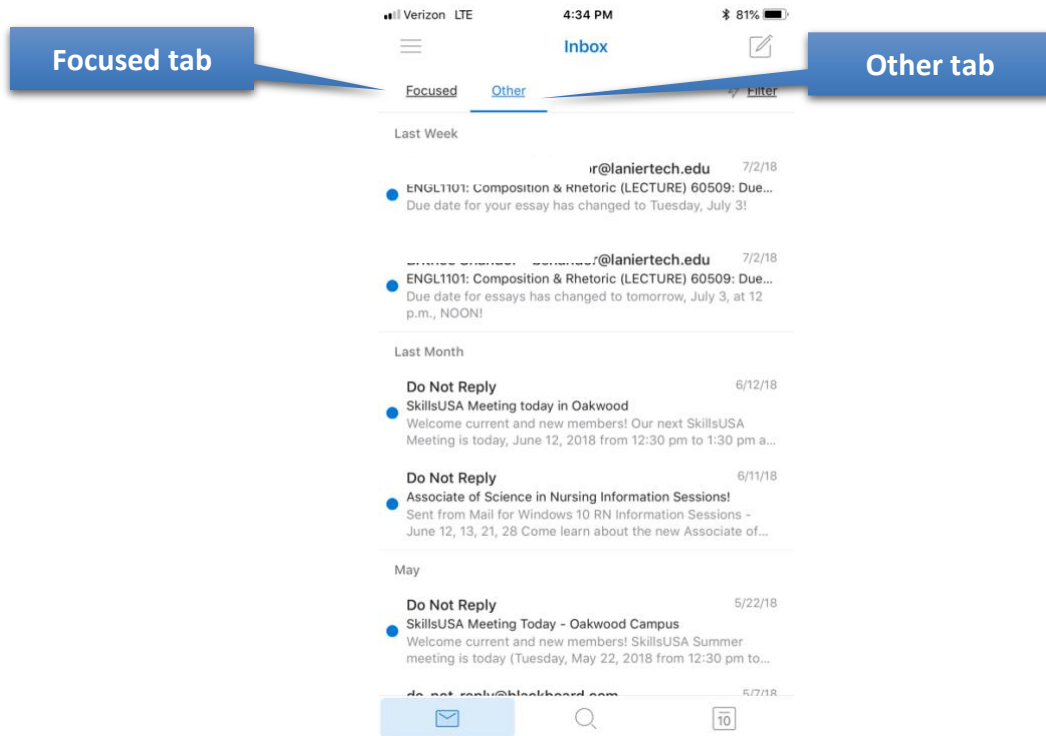


5. Enable and allow notifications.



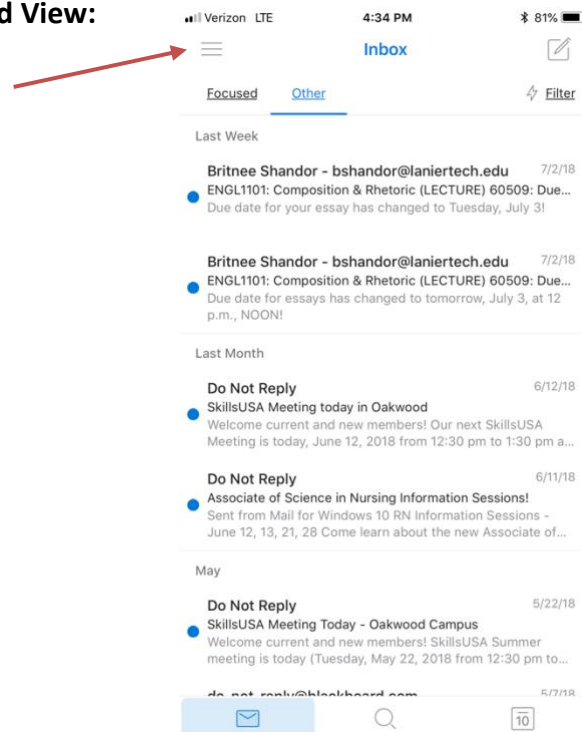
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- 6. The default VIEW in Outlook is the FOCUSED View... This means that Outlook automatically moves some email messages in a separate tab.



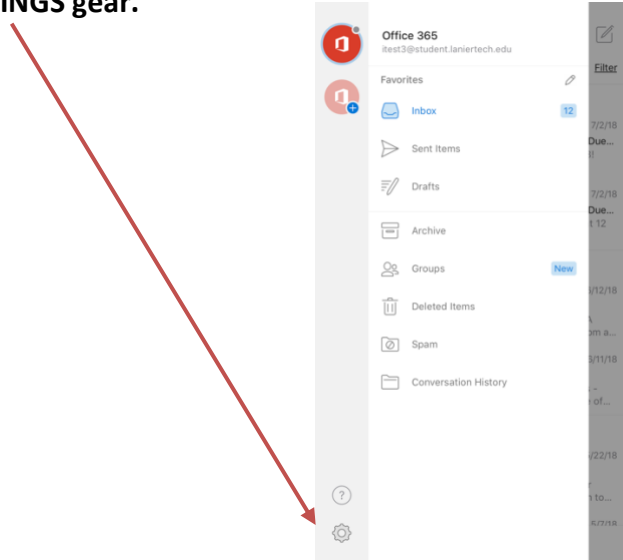
- 7. To TURN OFF Focused View:

Click the MENU icon.



How to Sync LTC Email on Mobile

8. Click the **SETTINGS** gear.



9. Tap the button to **TURN OFF** Focused Inbox.

