

Setup email on outlook in iOS Device

1. Download “Microsoft Outlook”  in App store
2. Open the Outlook app
3. If you have not any email accounts in Outlook before, enter your YCCECE email address when prompt. Press "Add Account"

[Add Account](#) 

Enter your work or personal email address.

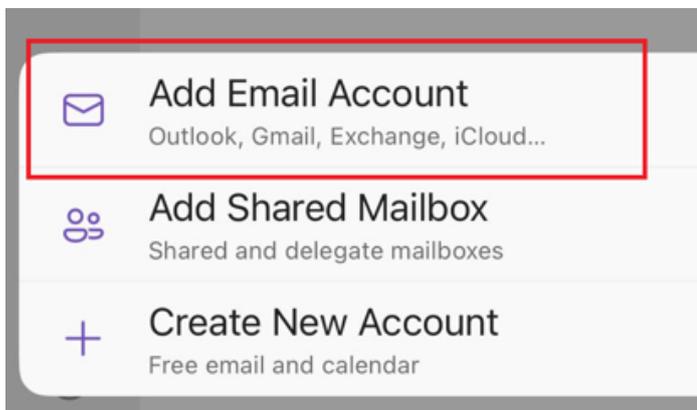
Email Address

[Add Account](#)

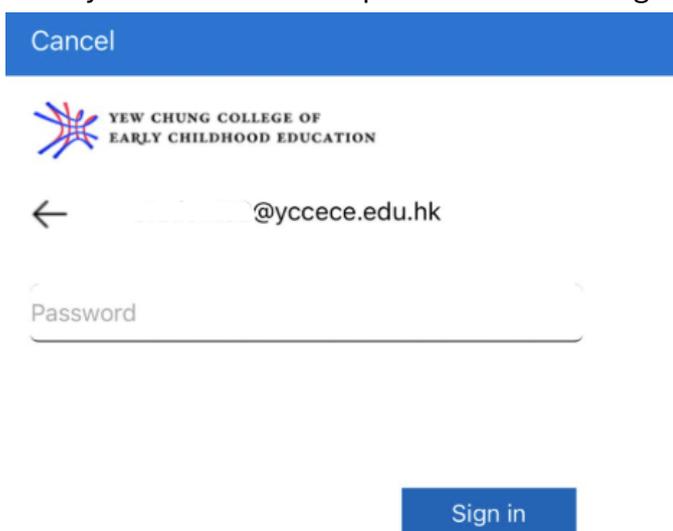
[Privacy & Cookies](#)

If you have email account in Outlook, press the Home Button  on the top

left, then press the Add account button , then press “Add Email Account”



4. Enter your YCCECE email password. Press “Sign in”



The screenshot shows a mobile login interface. At the top left is the Yew Chung College of Early Childhood Education logo. Below it is a blue button labeled "Cancel". The main area contains the college logo and name, followed by a back arrow and a text input field containing "@ycccece.edu.hk". Below that is a password input field with the placeholder text "Password". At the bottom center is a blue button labeled "Sign in".

5. Click "Maybe later" when prompt to finish the setup
6. Recommended to turn on notification for the Outlook App

