Outlook and iOS Mail App



Our recommended email client for iOS is ^{Const} Outlook, which can be downloaded for free from the Self Service app on school-owned devices or the App Store on personal devices. However, the iOS Mail App, built in on iOS devices, also has the capability to host ORS mail.

Below are instructions for each option.

Outlook

- 1. Download the 🧧 Outlook App from 🥸 Self Service or the 🕰 App Store.
- 2. Launch the **Outlook** App from the Home Screen.



3. If using a *School-Issued Device,* your email address should be automatically populated. Click **Add Account.**





Outlook and iOS Mail App

4. If using a *Personal Device*, enter your email address and click **Add Account**. Enter your password and click Sign In.

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5. When asked if you would like to add another account, select **Maybe Later.** When asked to Enable Notifications, click **Turn On.** When asked if Outlook can send you notifications, **click Allow.**



6. That's it! Your ORS email will begin showing after a few minutes.

Outlook and iOS Mail App



Mail App for iOS 11 – iOS 13

1. Open the Settings app from the Home Screen. Scroll down and click on Passwords and Accounts.



2. Click on Add Account. Next, click Exchange.



3. Enter your email address, then click Next.





Outlook and iOS Mail App

4. Click Sign in. Enter your Oak Ridge Schools password, and click Sign In.



5. Make sure all toggle switches are on (green) and click Save.

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6. In the Settings app, click on Calendar. Next, click on Default Calendar.



7. Under **Exchange**, click on **Calendar.** That's it! Your ORS email will begin showing after a few minutes.

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Outlook and iOS Mail App



Mail App for iOS 14

1. Open the Screen. Scroll down and click on Mail.



2. Click on Add Account. Next, click Exchange.



3. Enter your email address, then click Next.





4. Click Sign in. Enter your Oak Ridge Schools password, and click Sign In.



5. Make sure all toggle switches are on (green) and click Save.



6. That's it! Your ORS email will begin showing in a few minutes.