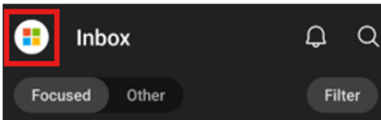


## How to Update Microsoft Outlook via Mobile App

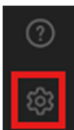
1. Open the Outlook App.



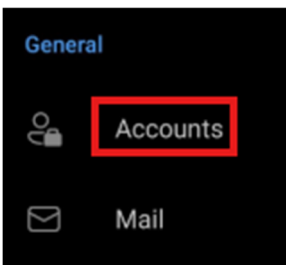
2. Click on your profile icon in the top left-hand corner.



3. Click on the settings gear in the bottom left-hand corner.

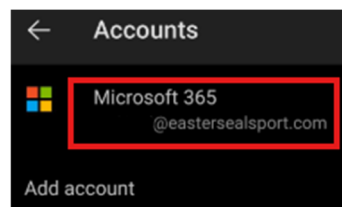


4. Click on "Accounts".

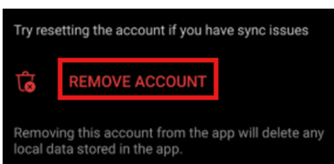


5. Click on the old email ([first.lastname@eastersealsucp.com](mailto:first.lastname@eastersealsucp.com)).

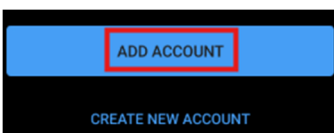
1



6. Scroll down to the bottom and click "Remove Account".



7. Click "Add an Account".

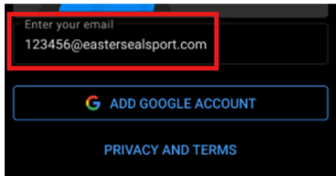


8. Click "Skip".

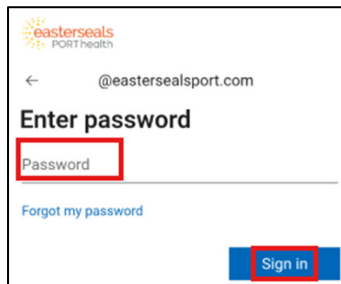


9. Enter your new email account.

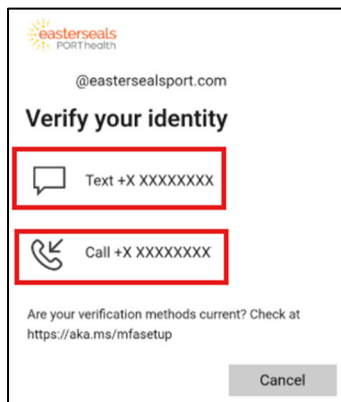
a. [employeeID@eastersealsport.com](mailto:employeeID@eastersealsport.com)



10. Enter your password.



11. If prompted, verify your account with the MFA verification.



12. You should now be able to access your email.

If you have any issues with these instructions, please contact the Service Desk at 1.888.889.7230.