

Setting Up Your Carey Email

Download the Microsoft Outlook App

For iPhone (iOS):

1. Open the App Store.
2. Search for Microsoft Outlook.
3. Tap Get and install the app.
4. Open Outlook once the installation is complete.

For Android:

1. Open the Google Play Store.
2. Search for Microsoft Outlook.
3. Tap Install.
4. Open Outlook once the installation is complete.

Configure Your Carey Email Account

1. Open the Microsoft Outlook app.
2. Tap Add Account.
3. Enter your Carey email address.
4. Select Continue or Add Account.
5. Sign in using your Carey 365 username and password.
6. Complete any additional security or verification steps if prompted.
7. Once setup is complete, your Carey email, calendar, and contacts will automatically synchronise.

Access Your Carey Email Online

You can access your Carey email from any web browser:

1. Go to **<https://outlook.office.com>**
2. Enter your Carey email address.
3. Sign in using your Carey 365 password.
4. Complete any security verification steps if prompted.

You will then be able to access your email, calendar, contacts, and other Microsoft 365 services online.

Tip: We recommend checking your Carey email regularly, as this is our primary method of communicating important information and updates throughout your studies.