Outlook Web App @ VPSHS

Outlook App

1. Open the **App Store** on your device
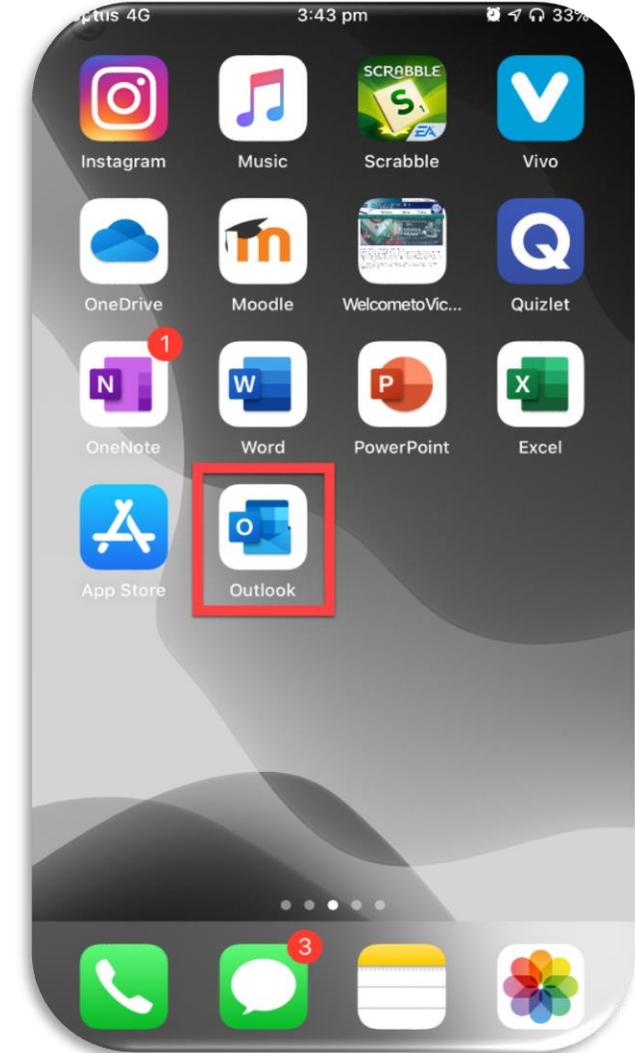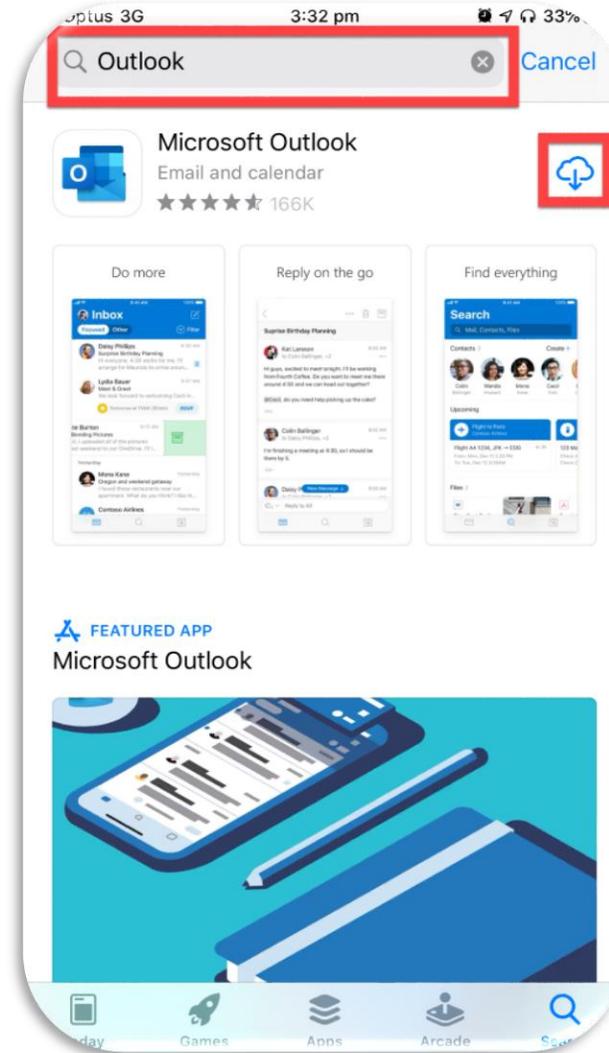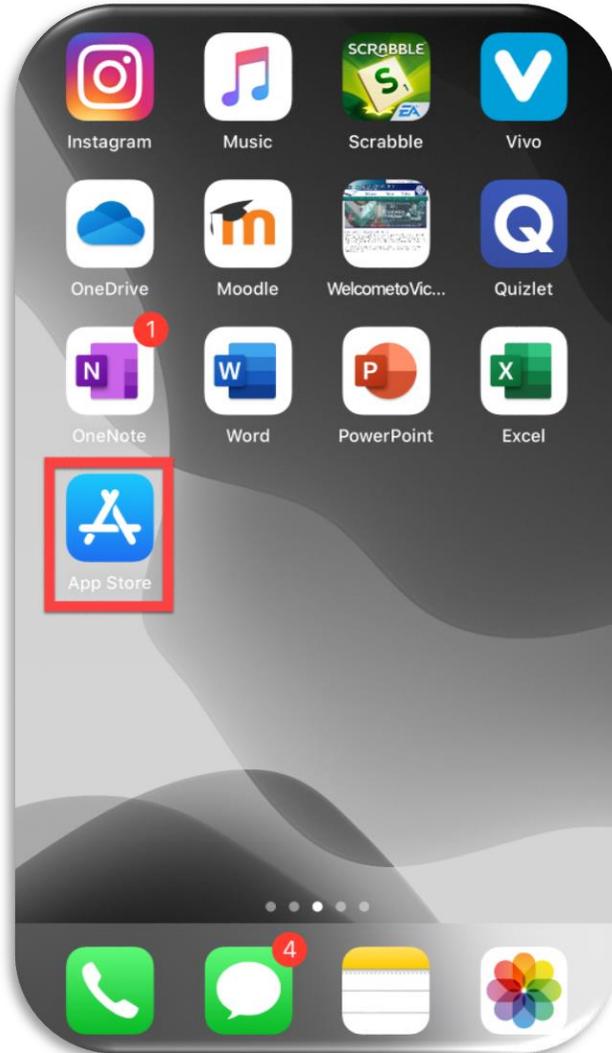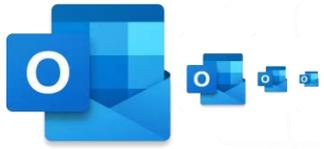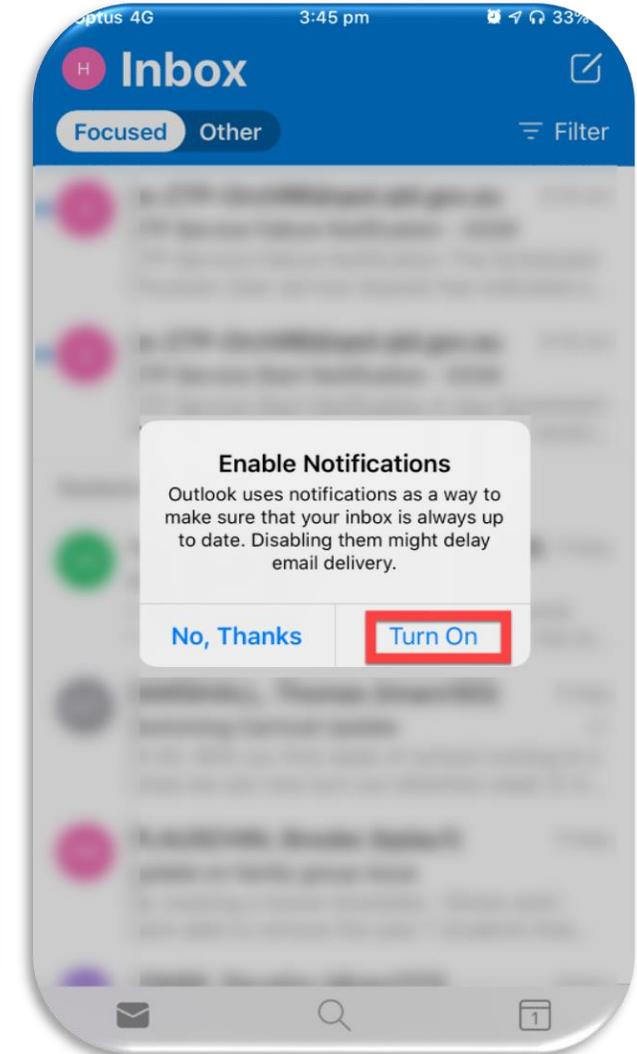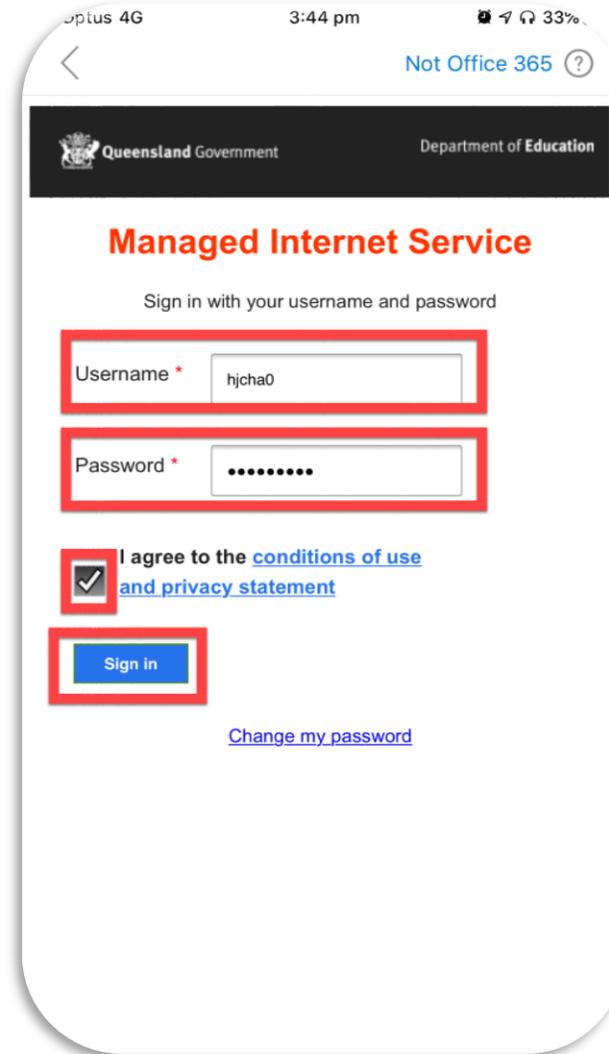
2. Search for **Outlook**

3. Next **Download** and **Open** Outlook from your home screen

Outlook App

3. Enter your **school email**

4. In the pop up window enter your **school username** and **school password**

5. Select **Turn On** Notifications
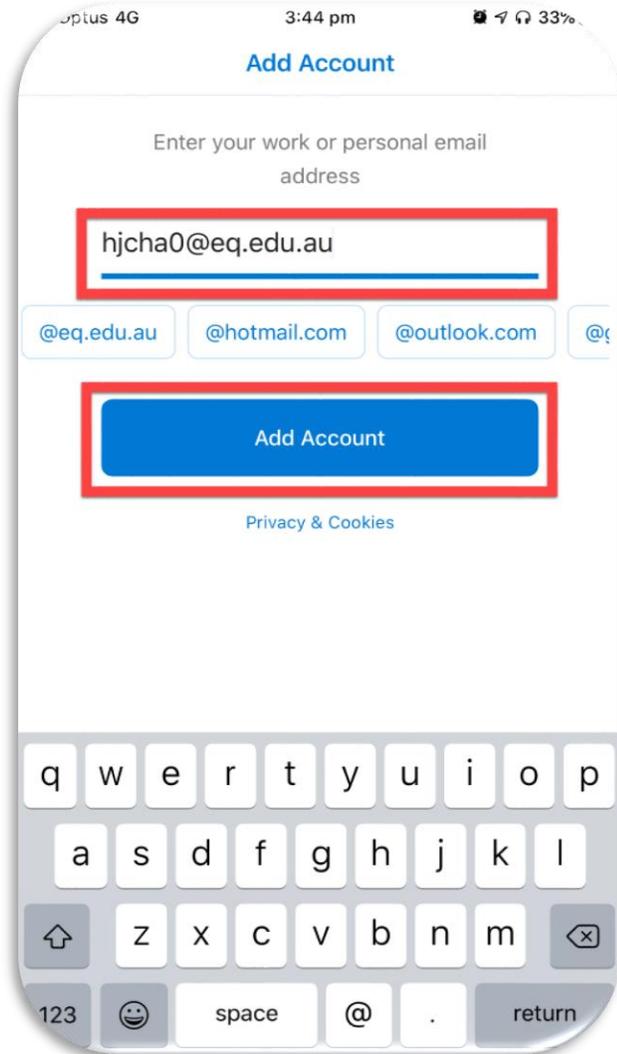
Outlook App

7. Select **Allow** Outlook notifications

8. You can **browse** through your **mailbox folders**

9. Click on the **pencil icon** to compose an email

Other Important Info

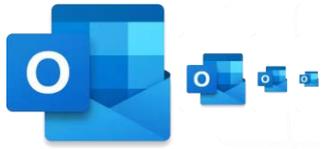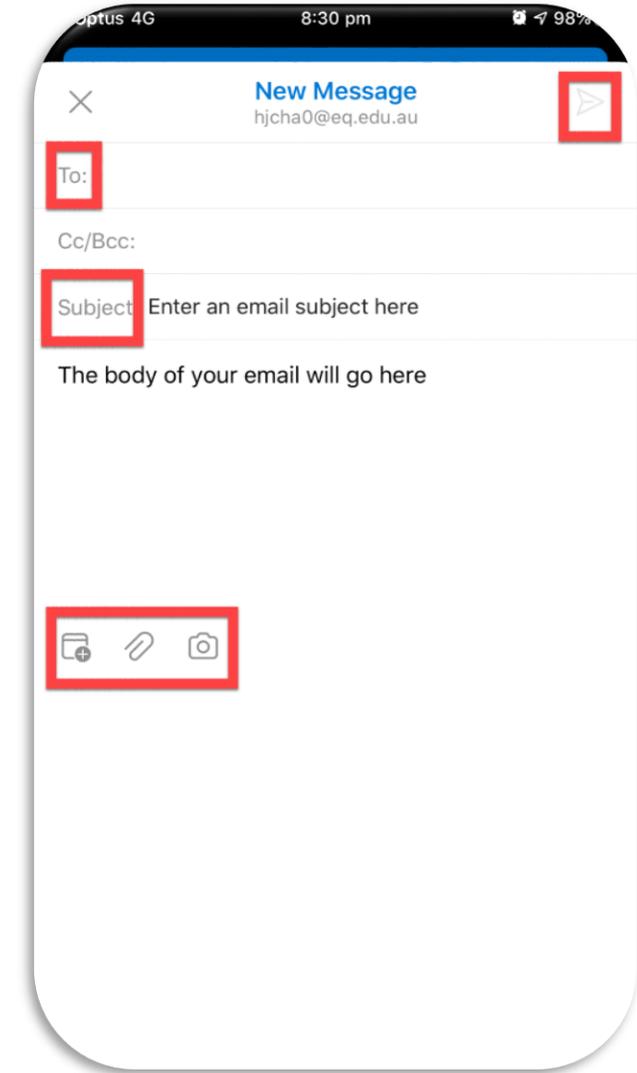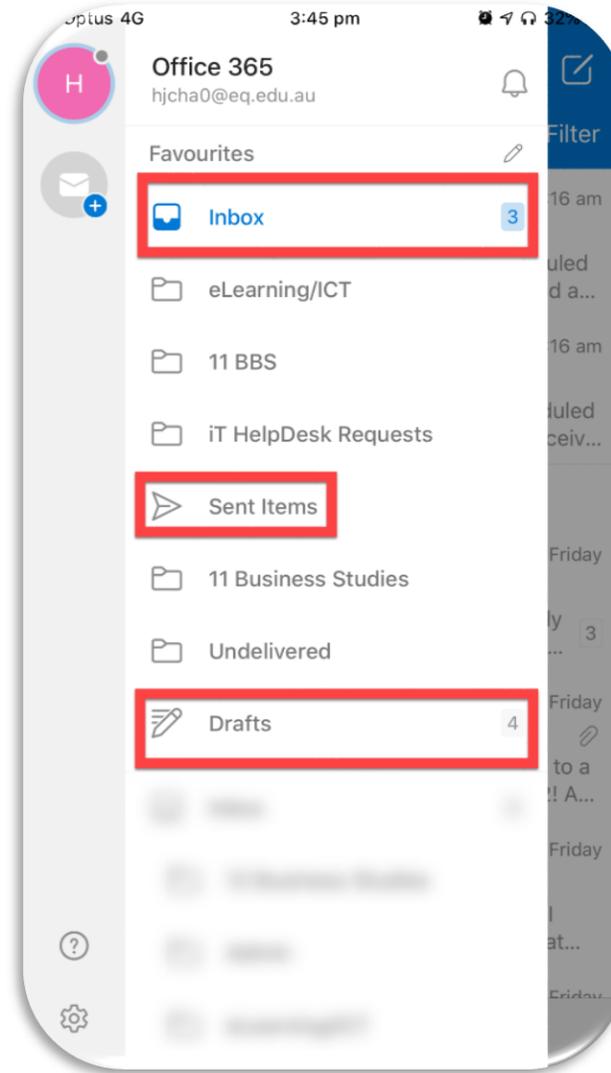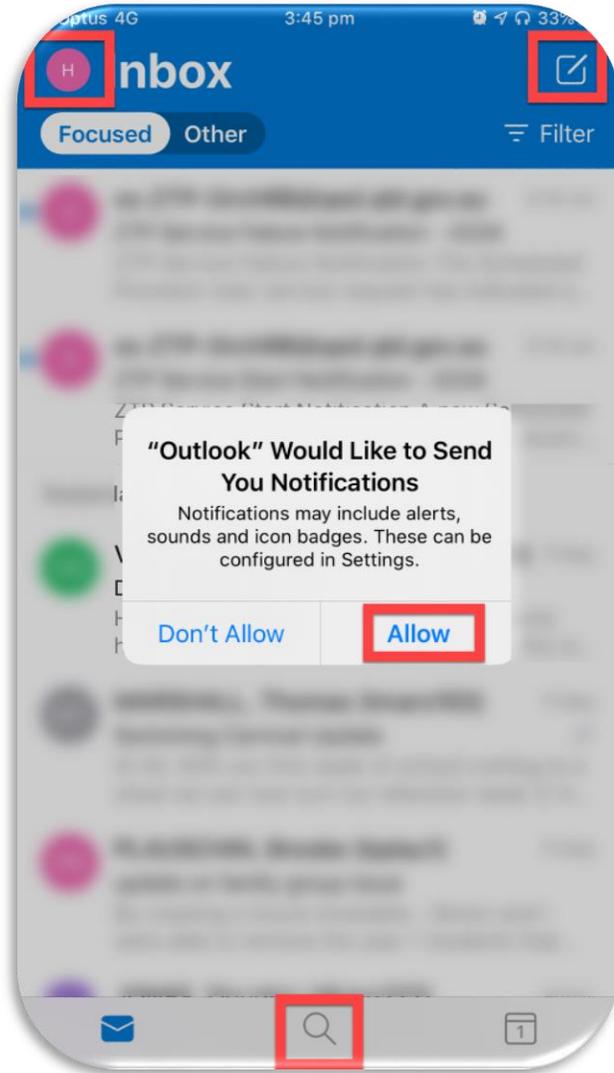- Install Office on up to 5 compatible PCs and Macs, plus 5 tablets
- Use with OneDrive for cloud storage and automatic device syncing
- Use the same programs as your teachers to ensure full compatible collaboration
- Gain valuable skills on the world's most popular productivity software
- To get email only on your phone, download the **Microsoft Outlook** app for Android or [iOS (Apple)](iOS).
- To get Office on your devices, follow these steps:
  - Visit https://portal.office.com
  - Login in with your Education Queensland email account info
  - Click the **Install Office apps** link and follow prompts
- You will need your Victoria Point State High School account to sign in. If you have trouble, contact helpdesk@vpshs.eq.edu.au