

## Installing the Microsoft OWA App on your Mobile Device to Access your SCOE Email, Calendar and Contacts

**OWA (Outlook Web Access)** is an App created by Microsoft that lets you access your Email, Calendar and Contacts on an iPhone, iPad or Android device. Using the App provides a way for you to access your email without having to “sync” your account.

### ***Why would I want to use the OWA App?***

You should use the App if you want to access your SCOE Email regularly from a personal iPhone, iPad or Android device. Your Email, Calendars and Contacts will stay inside the App. The App also lets you access Group Calendars from any device because you can't “sync” Group Calendars. You can only sync your personal calendar, so the OWA App would be needed in this case.

### ***Why would I want to Sync my device instead of using the OWA App?***

If you have a SCOE iPhone, it most likely is already syncing your Email, Calendar and Contacts to the built-in iPhone applications. You may not need the **Microsoft OWA** App unless you need to access Group Calendars. You can use the App in addition to syncing if you need to access Group Calendars.

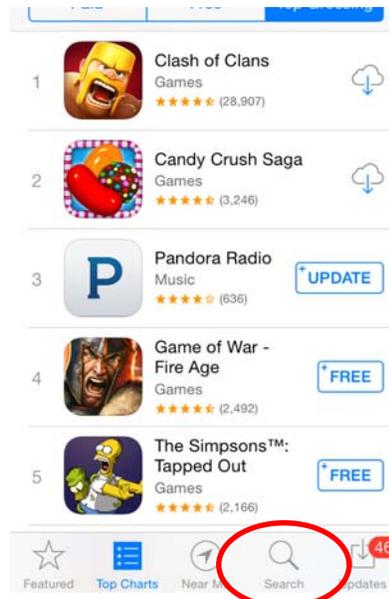
### **Follow the below steps to install the OWA App on an Apple device.**

For Android users, search the Google Play store for “OWA for Android” and then follow the steps in this Guide to complete the setup of the App. Version 4.4 (KitKat) or higher is required. *(NOTE: Be sure you use the official Google Play to download the App. Never download it from other sources as you may accidentally download a “fake app” created by hackers designed to steal your login info.)*

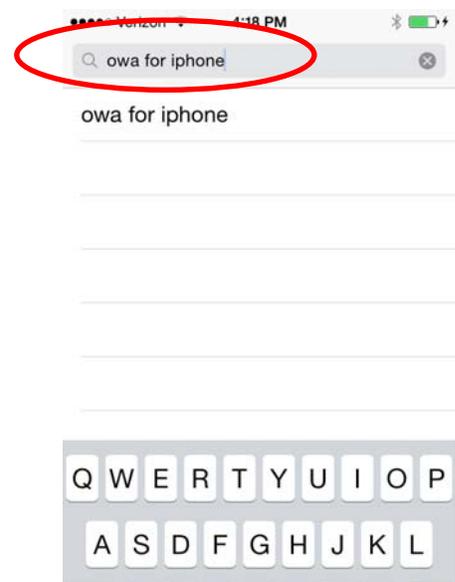
#### **Step #1—Go to the App Store**



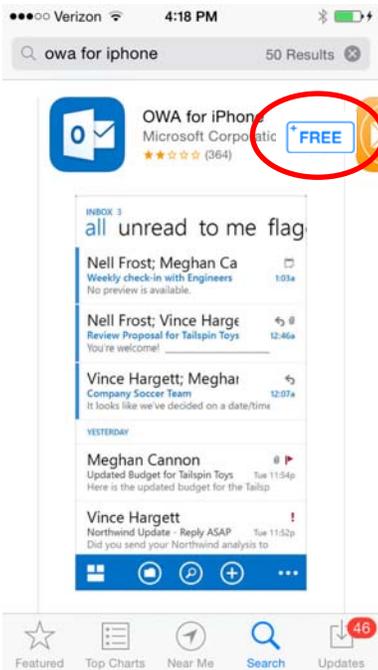
#### **Step #2—Click on Search**



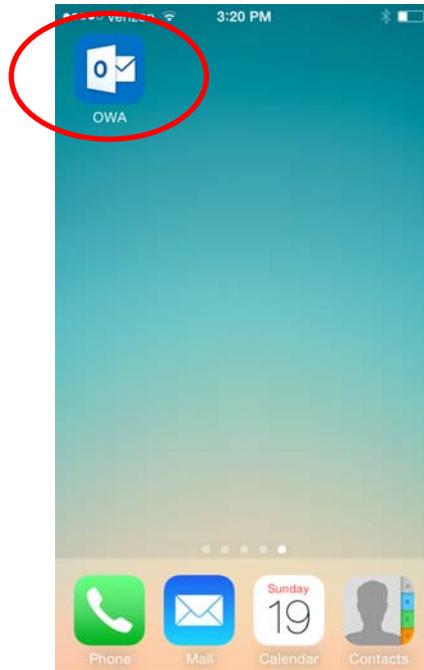
#### **Step #3—Search for “OWA”**



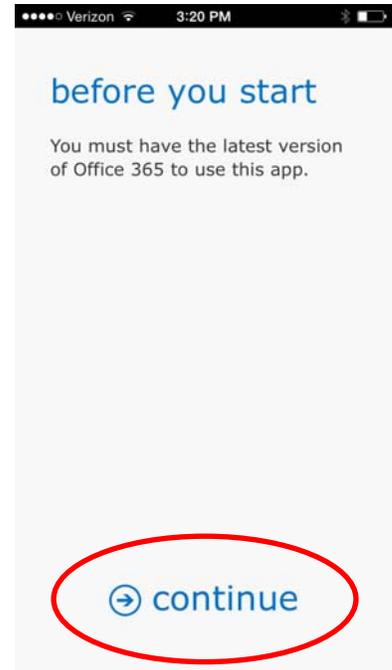
**Step #4—Click “Free” to Install the App**



**Step #5—Tap the OWA icon after it has downloaded**



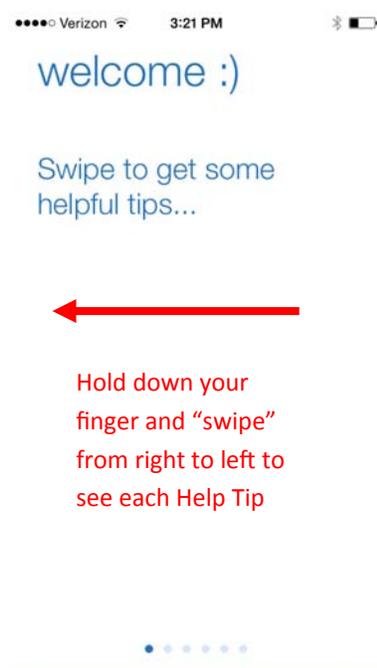
**Step #6—Tap “Continue” at the bottom**



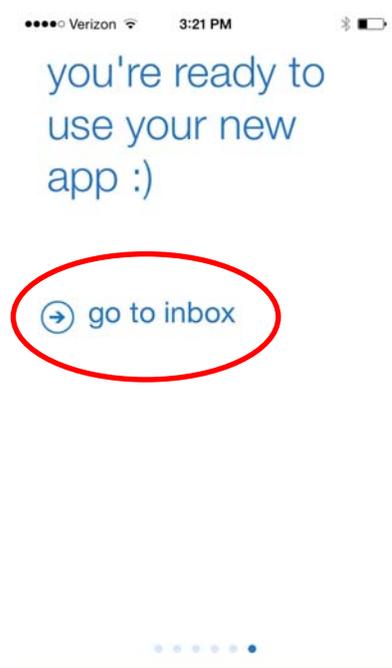
**Step #7—Enter your SCOE Email Address and Password**



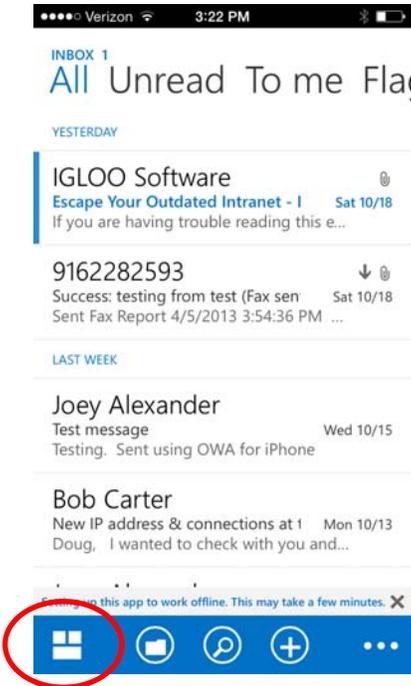
**Step #8—“Swipe” your finger from right to left to view the Tips**



**Step #9—Tap “go to inbox”**



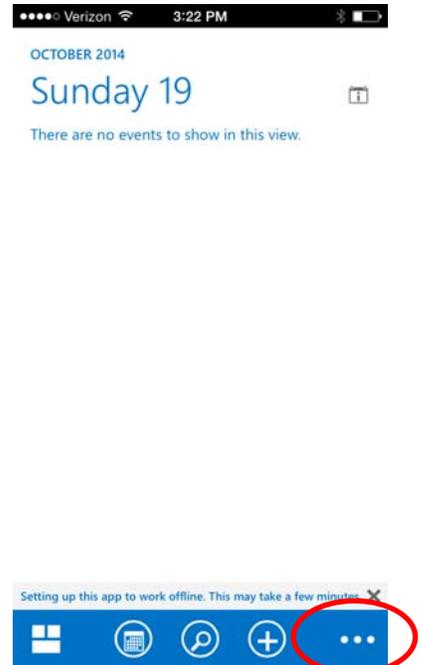
**From your Inbox, click on the Option icon to access your Calendar and People info.**



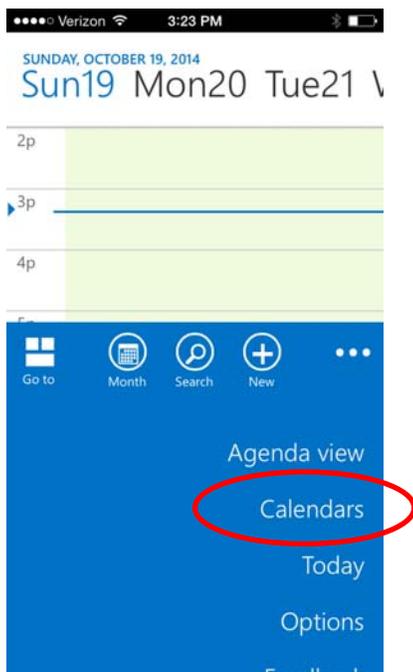
**This menu you lets you access all three parts of your email account. Tap Calendar.**



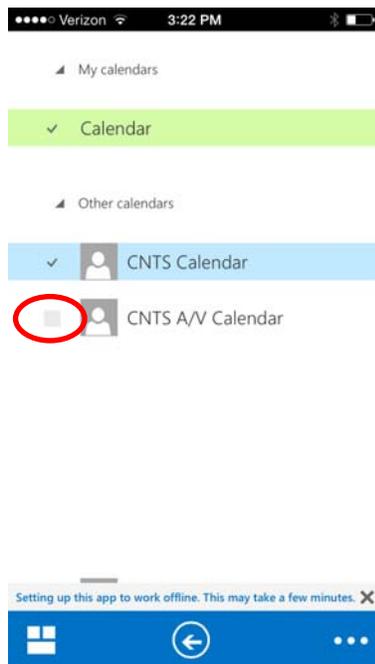
**Your Calendar events will appear. Tap the three "dots" to access more options.**



**Tap Calendars from the menu options to select other Group Calendars you want to view.**



**Put a Check Mark by each calendar you want to add.**



**You can also choose Agenda View to view your Calendar as an agenda. This view will only show Personal calendar events.**

