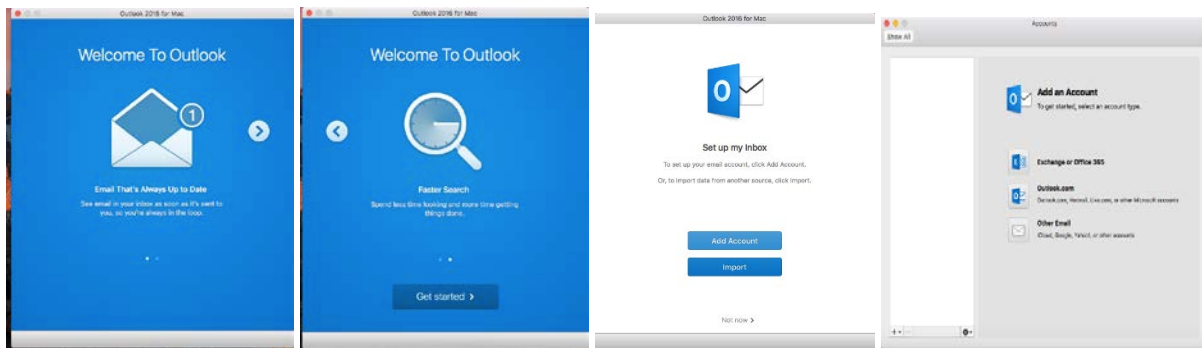# Email setup on Laptops and Desktops

Introduction:

Email client is a desktop application that enables configuring one or more email addresses to receive, read, compose and send emails from that email address(s) through the desktop interface. It provides a central interface for receiving, composing and sending emails of configured email address(s)

https://www.techopedia.com/definition/1656/email-client

District Computer Email client setup:

Apple Laptop:

To setup the MS Outlook client on your Apple laptop you start by going to Applications and double click on the Microsoft Outlook icon.
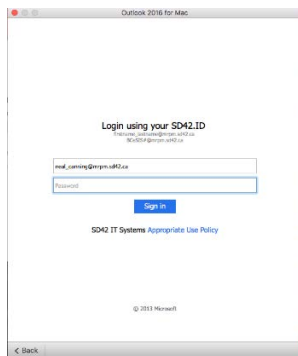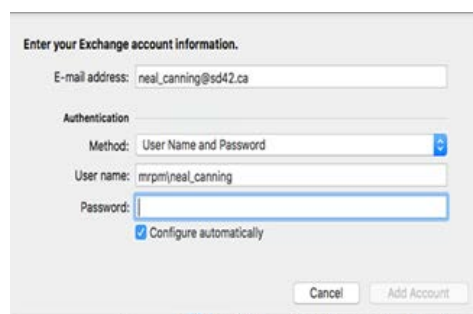

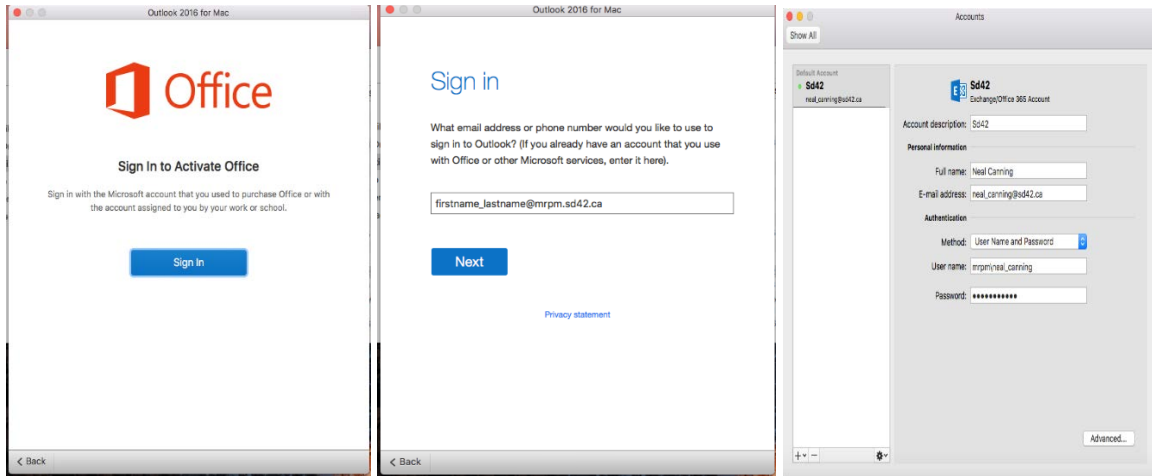Click the right pointing arrow.   Click on Get Started.   Choose Add Account   Choose Exchange or Office 365

Enter SD42 ID **firstname_lastname@mrpm.sd42.ca**

Method: = User Name and Password

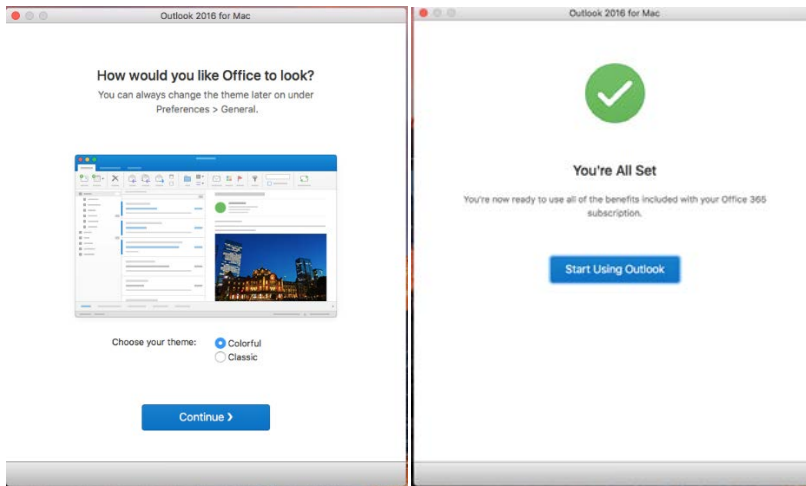User name: make sure you enter mrpm\firstname_lastname

Password: Enter your SD42 Email password

Click on Sign in   Firstname_lastname@mrpm.sd42.ca   Varify all the information in your account setup
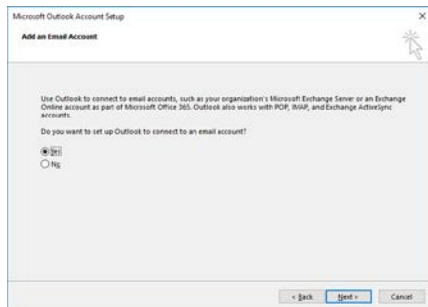

Choose your preferred theme and start using Outlook.
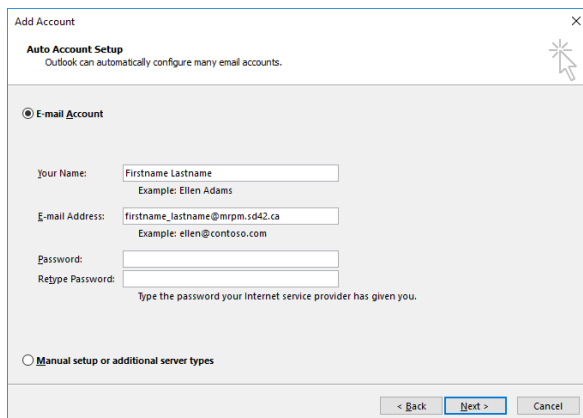
Outlook setup on a windows computer:

Open MS Office Outlook Application

Stay with the default and click Next

The fields on this screen will self-populate. Enter your password and click Next.

Your Outlook will now be ready to start using.