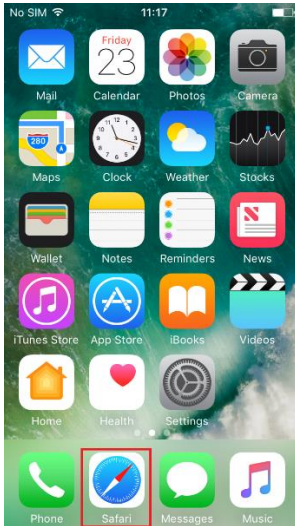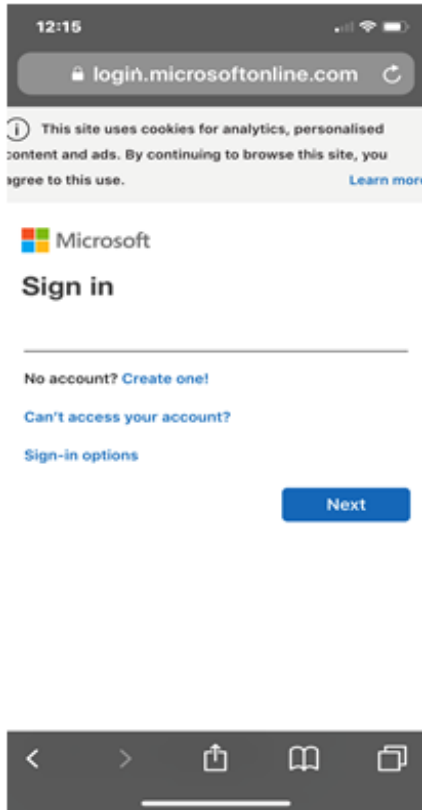# How to set up OWA (Outlook Web Access) for iPhone 5C

1. Select Safari
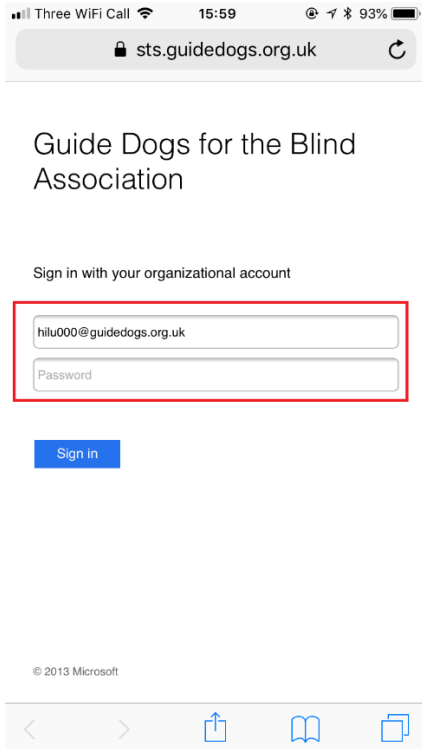

2. In the search bar at the top of Safari type "office.com/owa" then select **Go** to reach the Microsoft Sign In page.

3. You will be prompted to sign in to your Microsoft account, use your Guide Dogs username e.g. hilu000@guidedogs.org.uk
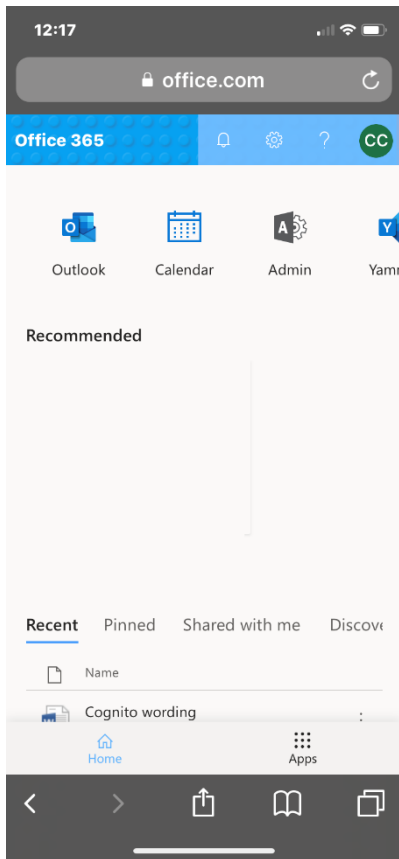
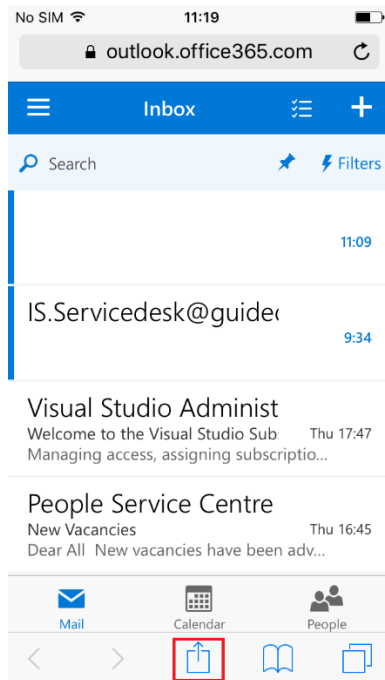4. Enter your network password in the Password box then select **Sign In**.

5. On the "Stay Signed In" screen select **Yes**.
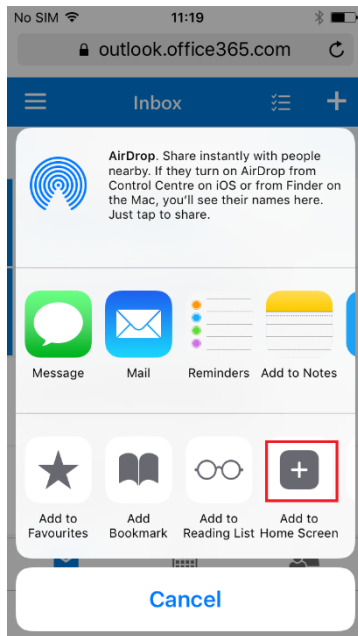
6. Select **Outlook**.

7. You should now be in your Guide Dogs Inbox. If there is an advertisement banner for the Microsoft Outlook app at the top of the screen, select the "X" to remove it.
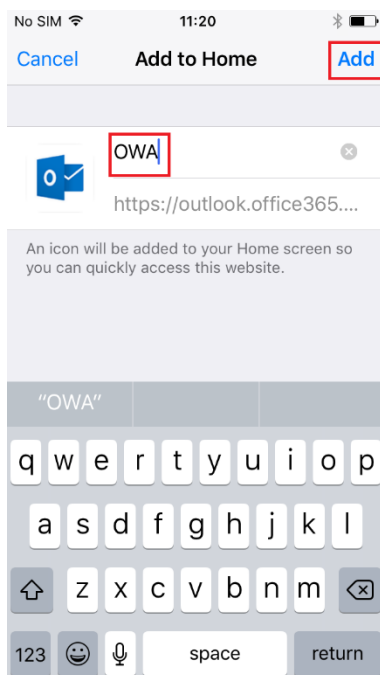
8. You can add a shortcut to your Home screen by selecting the **Share** button at the bottom of the screen.

9. Select **Add to Home Screen**.

10. Select **Add** to have the OWA shortcut saved to your Home Screen allowing quicker access in future.

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