<u>Accessing Email from your Smart Phone:</u>

1. Download free "Microsoft Outlook" app made by Microsoft Corporation.
2. Open the app after it downloads.
3. Type in your district email address: firstname.lastname@fwusd.org
4. Select "Add account."
5. Type in your password. If this is your first log in since July 31, 2017 please contact your computer lab tech or district technology for the password.
6. If prompted, change your password and record it for future reference.
7. When prompted to add another account, on iPhone select "Maybe Later" and on Android select "Skip."