

## Setting up Mitchell Tech Email on Mobile Devices

To set up your Mitchell Tech email on your mobile device, such as a cell phone or tablet.

1. Open the app store where apps can be downloaded from.
2. Search for “Microsoft Outlook” and install it, the icon is shown below.



3. Open the Outlook app after it's been installed.
4. Enter your Mitchell Tech email address and then continue and follow the steps to get signed in with Mitchell Tech email address and password.
5. Your email will start to sync after successfully setting up Outlook.
6. If you experience any issues or questions, please submit a Help Desk ticket.

Please Note – The following list of apps are the only supported apps for Mitchell Tech Email. Microsoft Outlook is our recommended app for email.

Microsoft Outlook

Apple Mail

Google Gmail