

# Install Outlook App

If you need to access your email on a mobile device – FCPS recommends using Microsoft Outlook.

You can access Outlook via any browser (like Chrome or Safari), navigate to <https://mail.fcps.org/>, enter your credentials and authenticate if you are offsite.

Or, On Mobile, you can choose to download/install the **Microsoft Outlook** app.

You will find app in  Google Play for Android or in  App Store for Apple/iOS.



On Add Account Screen:

1. Android – Enter your FCPS email address, Continue. Key in FCPS\Firstname.lastname, your current FCPS password, and a description if desired (ie Work), select .

Or

Apple – Enter your FCPS email account, Add Account. Key in your email address, current password, and a description if desired (ie Work), Select Sign In.

2. Add another account choose Maybe Later, security screen(s) choose activate, choose Notifications preference.

