

To install access your Mountwest email account from your smartphone, you will need to first download the Outlook App onto your device. To do this, follow the steps below.

1. Use your mobile device to go to the “**app store**” – such as the Play Store
2. Search for “**Outlook**” and select the “**Microsoft Outlook: Organize your Calendar and Email**” app provided through the Microsoft Corporation
3. Click “**install**” and then “**accept**” to start downloading/installing the app. (This may take several minutes. When it is done, the “open” button will be activated.)

**Note:** Before you open the app to login, you will need to set up your Mountwest email account if you have not done so already. Please reference the directions for logging into your MCTC email account for more information.

Once you have logged into your Mountwest email for the first time to set up your email account and change your password, then you will be ready to continue with the next set of steps.

To login to the Outlook App, you will need to follow the steps below.

1. Open the Outlook App
2. Click “**get started**”
3. If the app found other email accounts that you have on your phone, you will want to “uncheck” those accounts and then click “**skip**” in the lower right corner
4. Enter your MCTC email address and click “**continue**” in the lower right corner
5. Enter the password you established when creating your account and click to “**sign in**”
6. Click “**skip**” in the lower left corner to proceed without adding additional email accounts
7. Click the “**➔**” to view the different features available within Outlook, or select to “**skip**” this tutorial

Once you have successfully completed these steps, you will be logged in and should be able to see your MCTC email.

**Note:** Please be aware that your account is split into two tabs – “focused” and “other.” You will need to decide whether you want to remember to check both of these tabs for new messages, or you can decide to turn off the “focused inbox” option. Doing this would mean that all new messages would appear on one screen rather than be split over two separate screens.

We strongly recommend that you turn off the “focused inbox” so you do not accidentally miss any important emails from your instructors or from the college. To do this, please follow the steps below.

1. Open the Outlook App.
2. Click on the three (3) horizontal bars in the upper left of the screen.
3. This will open a menu on the left side of the screen.
4. In the lower left, you should see an icon that looks like a gear. Click on that to open the settings menu.
5. Scroll down until you see the “Focused Inbox” option

6. Click to toggle the switch next to this option into the off position. It should turn from blue to gray as you do this.
7. Then click on the back arrow located in the upper left corner of the screen.
8. This will take you back to your inbox, and you should notice that it no longer has the “focused/other” view.

**Note:** Whether you turn off the “focused inbox” or not, you will still need to check your “junk/spam” folder in Outlook. On the app, you can do this by:

1. Clicking the three (3) horizontal bars in the upper left corner of the screen.
2. Scroll down until you see a “spam” or “junk” folder.
3. Clicking on this will open that folder for you to view its contents.
4. To get back to your regular inbox, you can select the three (3) horizontal bars in the upper left corner again and click on the folder labelled “inbox.”

You can also select other folder, such as your “sent” or “trash” folder, by going through this same process. You may need to reference these folders if you want to verify that your email has sent, or if you accidentally delete an email and need to retrieve it.

If you should require assistance with your Mountwest email account or have issues installing/using the Outlook App, please call 304-710-3471, visit the IT HelpDesk in room 108, or go to <http://cs.mctc.edu>.