Installing Outlook on your Smartphone

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 & go to the "**App Store**" – (Play Store on Android).

2. Search for "**Outlook**" and select the "**Microsoft Outlook**".

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.)

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**". If this is your first sign-in, you will be prompted to setup 2 authentication method and to change your temporary/initial password.

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. 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.

If additional help is needed, you can call the Mountwest IT Helpdesk at 304-740-3470 or visit us in room G12. You can also submit a support ticket at https://support.mctc.edu/ and one of our technicians will be reach out to you.