Installing *Outlook* on your iOS device

1 Download *Outlook* on your device and open it. A new window should pop out. Click on *"GET STARTED"*!

2 Click *"Notify Me"*

3 When a new window pops out, click *"Allow"*

Outlook

A better way to manage your emails.

1 Get Started

2 No, Thanks | Notify Me

"Outlook" Would Like to Send You Notifications
Notifications may include alerts, sounds and icon badges. These can be configured in Settings.

Don't Allow | **3** Allow
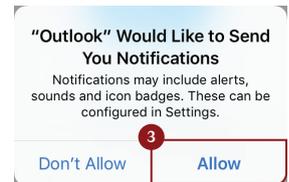
4 Enter your RSU student e-mail in the window *"Email address"*!
Example:
006647@rsu.edu.lv

5 Click *"Add Account"*

6 When an RSU page opens, sign in using your RSU student e-mail that you usually use!
Example:
User: *studentaid@rsu.edu.lv (E.g.,: 006647@rsu.edu.lv)*
Password: **********

Add Email Account

Enter your work or personal email address.

4 006647@rsu.edu.lv

5 Add Account

RĪGAS STRA UNIVERSIT
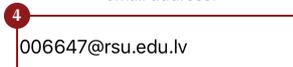
Sign in with your organizational account

6 006647@rsu.edu.lv
Password

7 Click *"Sign in"*

7 Sign in

8 Click *"Maybe Later"*

9 In the next window you will find information about *Outlook*. If you would like to find out more about it, click on the arrow. Click *"SKIP"* if you would like to skip this information.

9 Skip ● ● ● →

8 Would you like to add another account?

Maybe Later | Let's do it!
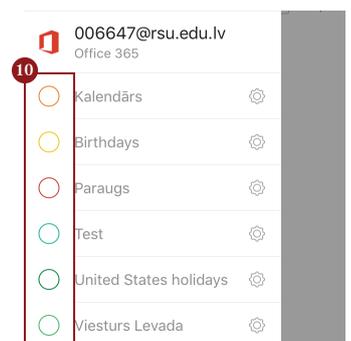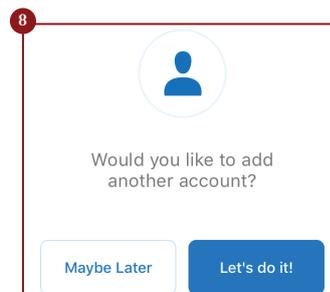
10 Go to Calendar, press on the tree lines on the top left side, choose all the necessary calendars.

10 ≡

006647@rsu.edu.lv
Office 365

10
○ Kalendārs ⚙
○ Birthdays ⚙
○ Paraugs ⚙
○ Test ⚙
○ United States holidays ⚙
○ Viesturs Levada ⚙

11 *Outlook* installation is complete. After synchronization you will be able to see your student e-mail, and your class schedule – in the calendar section.

11 **February 2017**

M	T	W	T	F	S	S
13	14	15	**16**	17	18	19
20	21	22	23	24	25	26

TODAY • THURSDAY, 16 FEBRUARY
No events
TOMORROW • FRIDAY, 17 FEBRUARY
18:00 1h 30m ● [Lekcija] Riska un krīzes komunikācija Savlēviča A...
⊙ B–406, Dzirciema iela 16,...

Mail | **16** Calendar | Files | People | Settings