

Setting up your KCMO.org Email on your Phone or Tablet

To setup email on your phone or tablet you will need to install the Outlook App. If you do not know if you are already using the Outlook app, you can tell by looking at your current email app.

If the icon does not look like this  and is not labeled as Outlook, then you will need to switch.

iPhones must be at a 6s or newer, and run on iOS 13.0 or newer, so older phones cannot use Outlook. You should be able to find the Microsoft Outlook app easily in the app store or on google play. If not, here are the links:

Apple phones - <https://apps.apple.com/us/app/microsoft-outlook/id951937596>

Android phones

- <https://play.google.com/store/apps/details?id=com.microsoft.office.outlook>

Once Outlook is installed:

1. Open Outlook. You will be prompted to add an account. Follow the steps to setup your new city email.
2. **If prompted to choose the account type, select Office 365.**
3. If asked to add another account, tap "No"/"Maybe Later".
4. Outlook will prompt you to enable notifications, and you will then enter your mailbox.
5. If you want to synch your contacts, you may need to do additional steps. Open the Outlook app. Go to "Settings". Tap on your Office 365 account. Enable the "Synch Contacts" / "Save Contacts" option.

To remove your PSKCFD city email from an old app preform the following:

iPhone Users

1. Open the Settings app on your iPhone.
2. Scroll down and tap on "Mail" or "Passwords & Accounts (depending on iOS)
3. Tap "Accounts". Here you'll find a list of email accounts.
4. Tap your city email account from the "Accounts" tabs list. This will bring you to the email account's details page, where you can choose to sign out or sync it with other devices.
5. Scroll to the bottom and tap "Delete Account".

Android Users

1. Go to the home screen and select **Email**.
2. Tap the Menu button and select the **Settings** icon.
3. Tap Account Name and the tap Remove.
4. Confirm that you want to remove your account by tapping Remove again.

If you need assistance contact the KCFD Tech Support Line at 816-513-6672