

Setting up Mayfield school email on an android device

1 – Go to the Google Play Store and install Outlook.



2 – Once installed open the app, then tap get started.



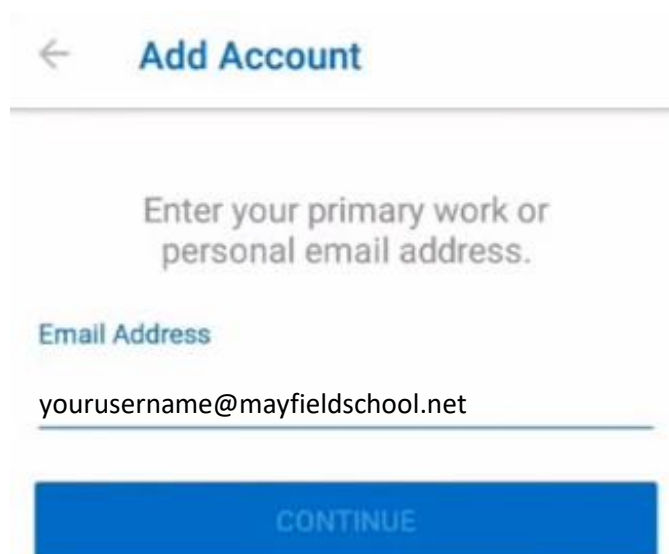
Outlook

A better way to manage your emails

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3 – Enter your email this will be your username followed by @mayfieldschool.net



← Add Account

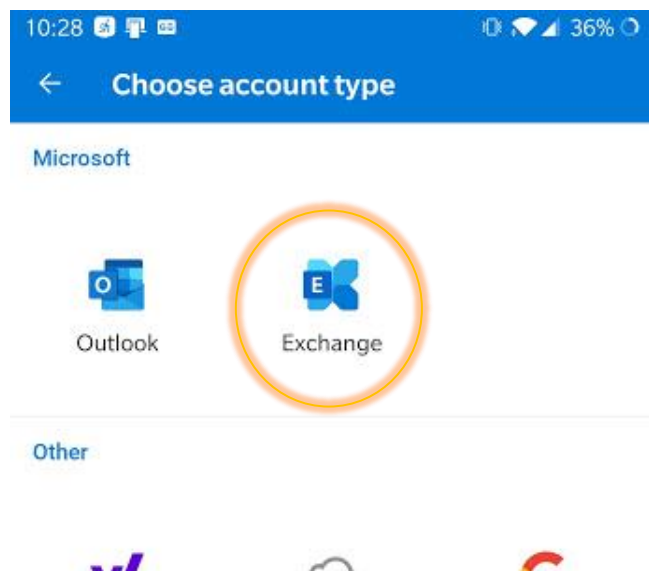
Enter your primary work or personal email address.

Email Address

yourusername@mayfieldschool.net

CONTINUE

4 – Select Exchange.



10:28 36%

← Choose account type

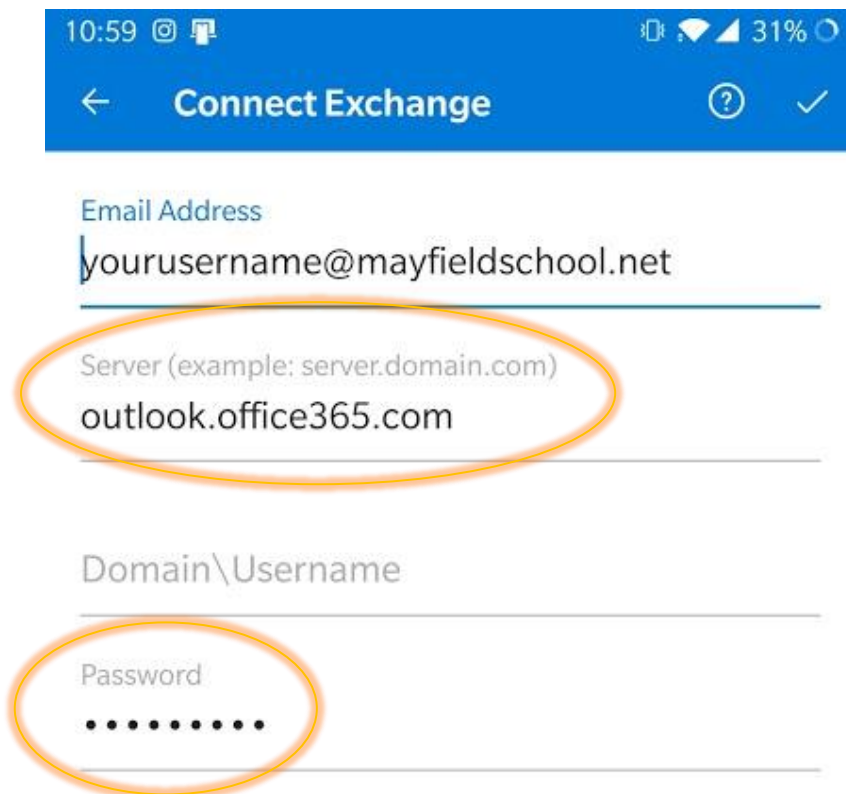
Microsoft

Outlook Exchange

Other

5 – Enter the same details as below for **Server** and **Password**.

The **Password** will be the same as the one use in school. when done click on the tick on the top right.



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Connect Exchange

Email Address
yourusername@mayfieldschool.net

Server (example: server.domain.com)
outlook.office365.com

Domain\Username

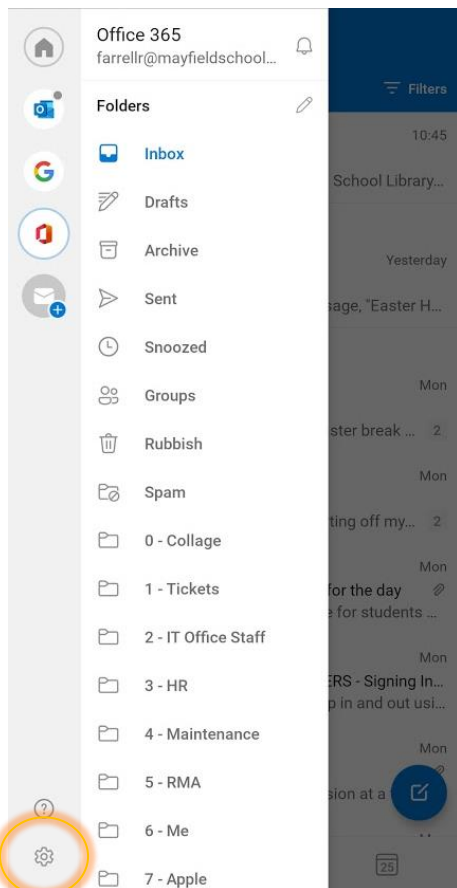
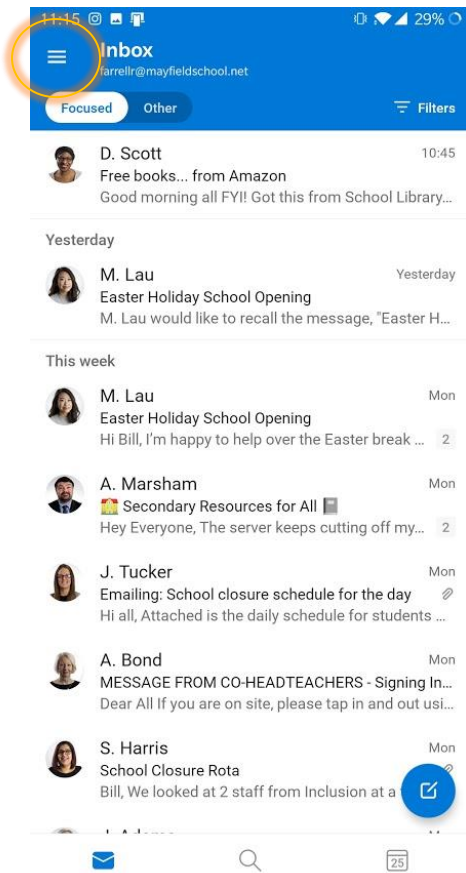
Password
.....

6 – The app will then log you in and load your emails, this will take a while as it will need to load all your emails.

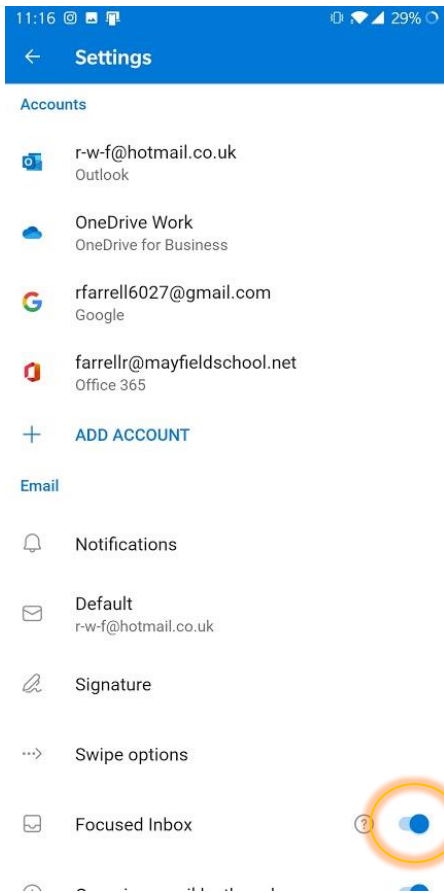
NOTE – depending on your device you may have focused inbox as default. **Focused Inbox** is a feature that uses machine learning to control the overflow of emails by analysing incoming messages and placing the most important emails in the "Focused" tab, while the rest go to the "Other" tab.

If you do not want this, then please follow the steps below.

7 – Tap on the 3 lines on the top left, then the cog at the bottom



8 – you will see Focused Inbox at the bottom, tapping it will turn focused inbox off.



9 – Tap the back button and it will now show your mailbox as you would expect it at school.