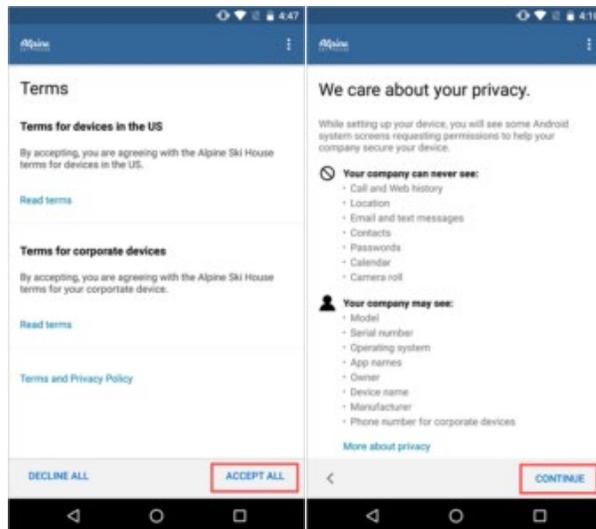


Getting email on your mobile devices comes from two places. The first place comes from Outlook and the second from the Company Portal app.

1. To get outlook on your mobile device, you will go to your app store/google play store and download Outlook.
2. Once installed, you will open the app and login using your MCS credentials.
3. You will probably come across a page that will need you to enroll your device with the company portal.
4. Travel back to the app store/google play store to download Company Portal.
5. Once that app is downloaded you will open the app and login with your MCS credentials.
6. If you are prompted to accept your organization's terms and conditions, then select "accept all."



8. Depending on the version of Android or ios (Apple), you will probably need to allow the company portal access to your device.
9. From there you'll need to activate your device. The pictures above is used for Android, the pictures below is used for ios (Apple).
10. Doing this on an Apple device is different than on Android because Apple wants you to manually go into your settings to finish the enrollment process.
11. \*Your device won't say "Apline Ski House." That name is just an example.\*
12. While in settings, you will tap on Enroll. That will bring you to your Profile and Management page of your device. It might also look like "user enrollment" picture posted below.

