

## THE EASIEST WAY TO SETUP AND CHECK VOLMAIL ON A PHONE

1. Go to your devices appstore, and search for "Outlook."
2. Install Outlook on your phone.
3. Open Outlook, and set up Volmail as an "Office 365" account.
4. Enter your Volmail address, and your password.
5. You can also set up your personal email account(s) like Gmail, or Yahoo.
6. Now in the upper left hand menu, if you hit the home button, you'll see the email from all of your accounts.
7. That switch that says Focused/Other will separate things that Outlook judges as spam, so you can view only your most important messages (Focused), or spam and other mass mailings (Other).
8. Setting up Volmail in this way also pulls your Office365 Calendar, Contacts, and OneDrive, into Outlook.
9. Use the buttons on the bottom to navigate between mail, and calendar. Use the search icon (magnifying glass) to view your files and contacts.
10. You can add more cloud storage accounts such as Dropbox and Google Drive as well. Just press the gear icon in the bottom left hand corner of the menu and click on "Add Account."