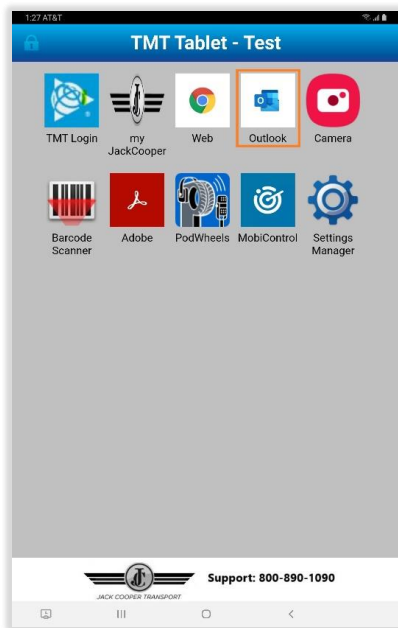


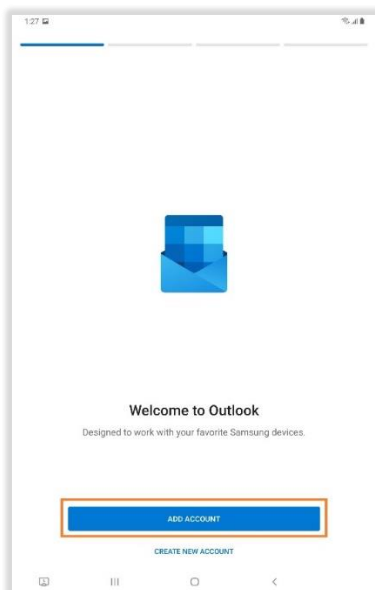
Setting up Outlook email on tablets

Use the following steps to set up a myjackcooper.com email account in Outlook on Company tablets. Reference screenshots are from the Samsung Galaxy Tab S5e with the TMT configuration. Steps are the same for the Android version of Microsoft Outlook on any of our tablets.

1. To begin the MFA setup and first-time log-in process on a tablet, tap on the **Outlook** icon on the main screen of the tablet to start.



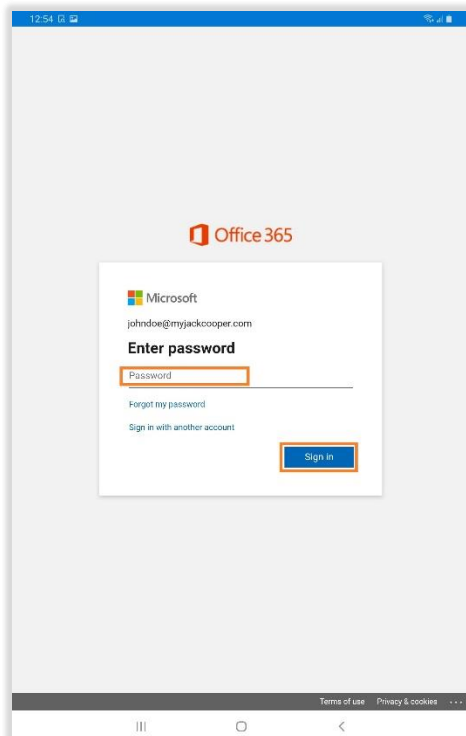
2. After Outlook is open, tap on **Add Account**.



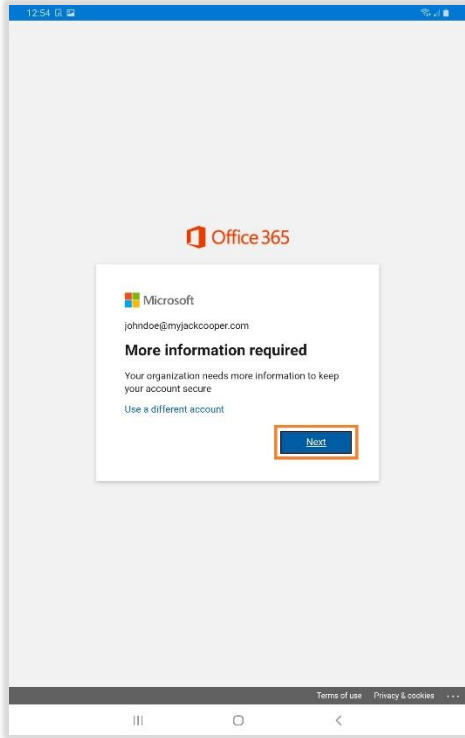
3. Type in your new email address provided by your terminal manager in the **Enter your work or personal email address**. Next, tap **Continue**.



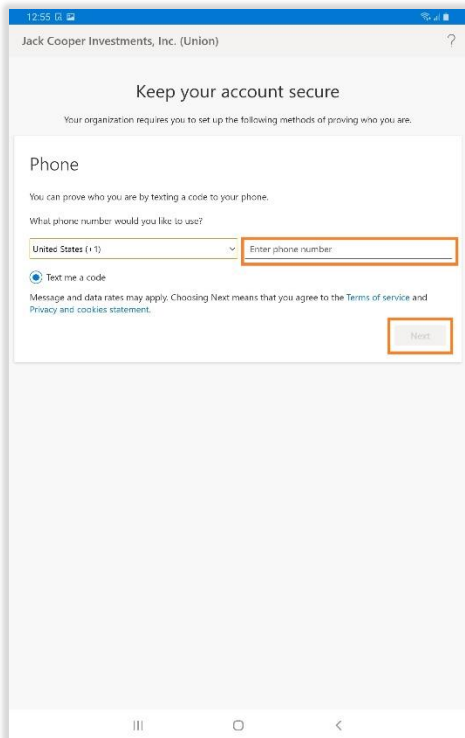
4. Type in your temporary password provided by your terminal manager, then tap **Sign In**.



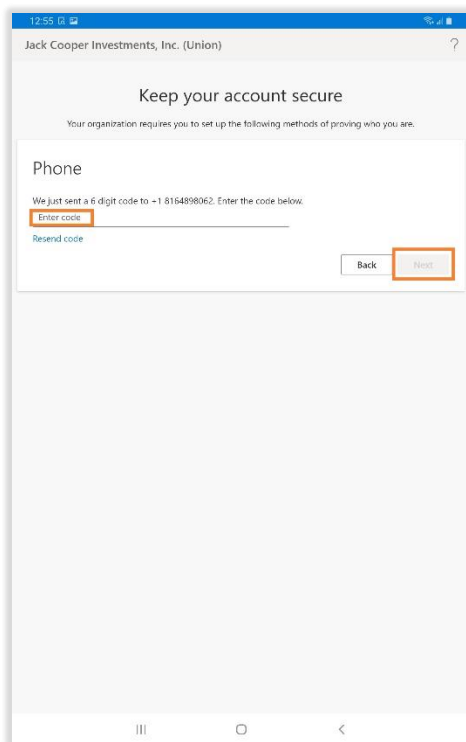
5. Tap **Next** to continue on the **More information required**.



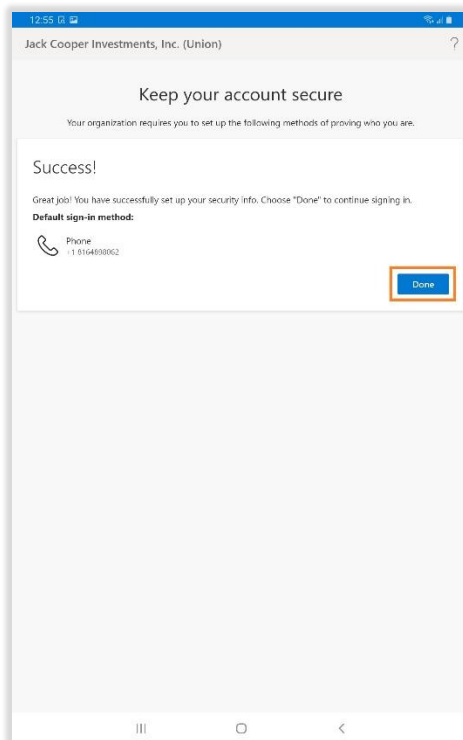
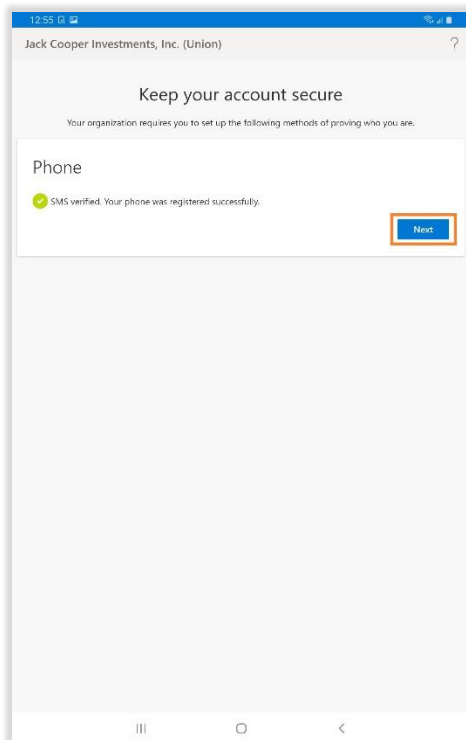
6. Enter a cell phone number where SMS/Text messages can be received, then, tap **Next** to continue.



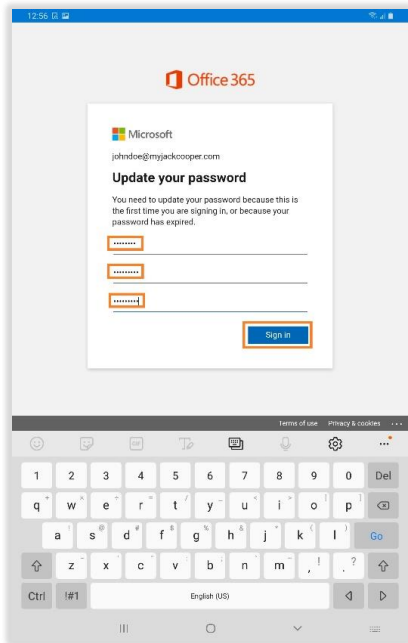
7. A text message will be sent to the above cell number with a 6-digit code. On the following screen, type in that number and tap **Next** to continue. Note: if no message is received after a few minutes, tap on **Resend code** to send another code to the cell number.



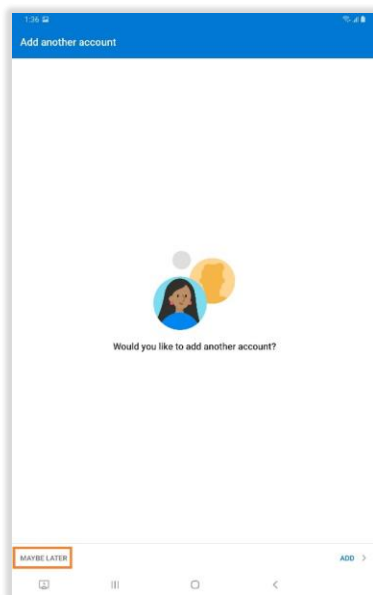
8. On the following two screens, tap **Next**, then **Done** to continue.



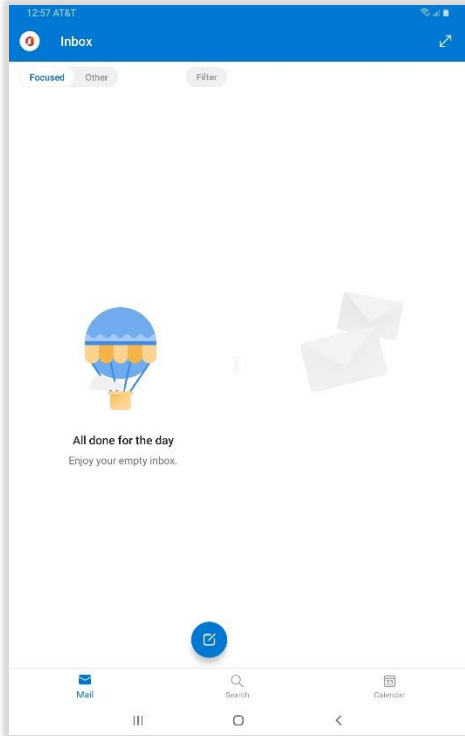
9. On the **Update your password** prompt, enter the temporary password provided by your terminal manager in the first field then type the new password in both of the remaining fields, then tap **Sign in**. Note: password complexity requirements will appear if the password does not meet the requirements.



10. On the **Add another account** screen, tap on **Maybe Later**.



11. The account is now configured in Outlook and should show your emails, if any.



Congratulations! You have successfully created your company email account.