

QR CODE

USER GUIDE

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Overview

Purpose

This document is meant to assist the new beginners and users to gain knowledge about QR Codes and download the Microsoft Outlook application using the QR Code for the very first time on their mobile phones. For any queries or specific information related to installation of the application contact the service representative at 1-123-12345.

Intended Users

This document is intended for users who need to install the application on their Smartphones using QR Code.

Abbreviations and Acronyms

iOS	iPhone Operating System
QR	Quick Response

Initial Requirements

To install the application on your mobile, ensure that you have the following Android and iOS versions installed:

The recommended versions required are:

1. Android version 6.0 and later
2. Apple iOS version 9.0 and later

QR Code

A QR (Quick Response) code is type of barcode that can be easily read by a digital device and which is used to store information as a series of pixels in a square-shaped grid. QR codes are used to store information about the products which it is attached. The QR codes are often used in marketing and advertising campaigns of the products.

The first QR code was invented by Japanese company Denso Wave in 1994, a subsidiary of Toyota® Company. To track vehicles and parts more accurately during the manufacturing process, they developed a type of barcode that could encode characters, bytes, numeric, and alphanumeric data.

The QR code consists of black squares arranged in a square grid on a white background, which can be read by an imaging device such as a camera. The required data is then extracted from patterns that are present in both horizontal and vertical components of the image. In practice QR code often contains data for a locator, identifier, or a tracker that points to the information stored in it.

Figure 1: Examples of QR Code



Using a QR Code

Currently a lot of mobile phones have preinstalled built-in scanners, which can be scanned by means of a camera. A scanner can be simply used to scan the QR codes. Some older versions of smartphones might need to install the scanner application on the phones, these apps are readily available on the Apple App Store and Google Play.

To scan the QR code using your device, proceed as follows:

1. Open the scanner application on your smartphone.
2. Hold the smartphone pointing your camera towards the QR code, so that it is clearly visible on your mobile screen.

Figure 2: Scanning the QR Code



3. Press the button if prompted to do so.
4. Hold the camera over a Code for few seconds until the notification pops up.
5. The data which is linked to the code will be shown on the screen.

QR Code for Opening Microsoft Outlook

To open Microsoft outlook registration page using a QR code, proceed as follows:

1. Open the scanner application on your smartphone.
2. Point the camera towards the QR code shown in [Figure 3](#).

Figure 3: Sample QR Code



3. A notification and link for going to the Microsoft Outlook webpage will be displayed on the screen.
4. Click **Go to Website**, and the user will be redirected to the Outlook home page.
5. Click **Create Free Account** to create a new account or click **Sign in** if you are an already existing user.

For more information or any issues contact the Microsoft help desk and common FAQs.

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