Setting up Outlook on your Apple Device Office 365
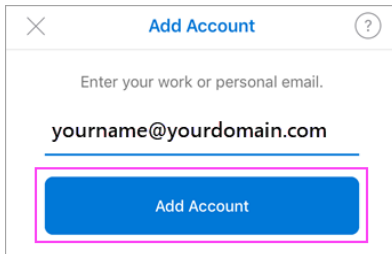
Please note that these are general instructions, the screen on your phone may look different than the screen shots shown here

MUNSON HEALTHCARE

Download Outlook for iOS (Apple Store) and then open it. The icon will look like this:

1. If it is your first-time using Outlook for iOS, enter your full email address, then tap **Add Account.**

 If not, open the **Menu** > tap **Settings** ⚙️ > **Add Account** > **Add Email Account.**
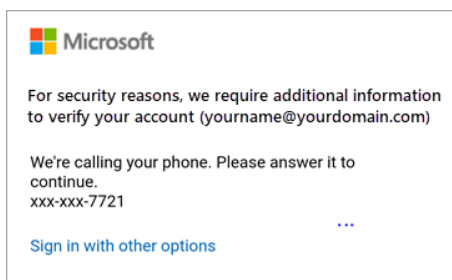

In order to complete installation of the OUTLOOK APP, users MUST DOWLOAD the required AUTHENTICATE software when prompted.

2. Enter your email account password and tap **Sign In.**

3. If multi-factor authentication is enabled, verify your identity.

Accept any prompts for permission you may receive.
Swipe through the features and you're now ready to use Outlook for iOS!

Follow this link to get the Outlook app on your phone:

https://w2.outlook.com/l/mobile

Follow This link for Download instructions:

https://www.youtube.com/watch?v=-fJ6oOJqDTg