



Setting up Outlook on your Apple Device Office 365

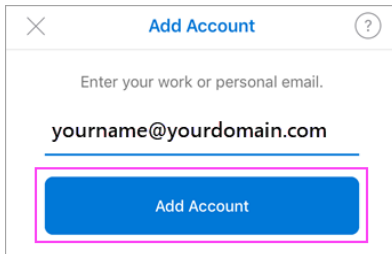
Please note that these are general instructions, the screen on your phone may look different than the screen shots shown here

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**.

A screenshot of the 'Add Account' screen in the Outlook app. It shows a text input field with the placeholder 'yourname@yourdomain.com' and a blue 'Add Account' button below it. The button is highlighted with a pink rectangular border.

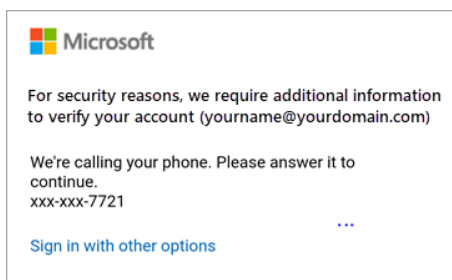
In order to complete installation of the OUTLOOK APP, users MUST DOWNLOAD the required AUTHENTICATE software when prompted.



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

A screenshot of the 'Enter password' screen in the Outlook app. It shows the Microsoft logo, the email address 'yourname@yourdomain.com', and a password input field. A blue 'Sign in' button is at the bottom right, highlighted with a pink rectangular border.

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

A screenshot of the multi-factor authentication screen. It shows the Microsoft logo and text: 'For security reasons, we require additional information to verify your account (yourname@yourdomain.com). We're calling your phone. Please answer it to continue. xxx-xxx-7721'. There is a 'Sign in with other options' link and a three-dot menu icon.

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>