

Accessing Email on Mobile Device

For tech support email helpdesk@cisd.org or call 903-641-2333

1 Download Outlook for iOS from the iOS App Store and then open it. The icon looks like this:



2 If it's your first time using Outlook for iOS, enter your full email address, then tap **Add Account**.

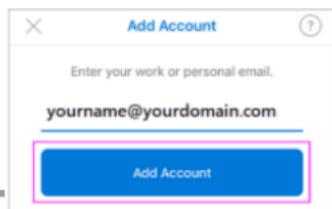
If not, open the **Menu** > tap **Settings**  > **Add Account** > **Add Email Account**.

3 If you're asked to select your email provider, please contact your IT admin for support as there may be a misconfiguration.

You can also set up your email account manually or use IMAP/POP.

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

Note: The sign in screen may look different for you depending on your email provider.



6 Accept any prompts for permission you may receive.

Swipe through the features and you're now ready to use Outlook for iOS!

5 If multi-factor authentication is enabled, verify your identity. For more information, see [Security info overview](#).

 Microsoft

yourname@yourdomain.com

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

 Microsoft

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

[Sign in with other options](#)