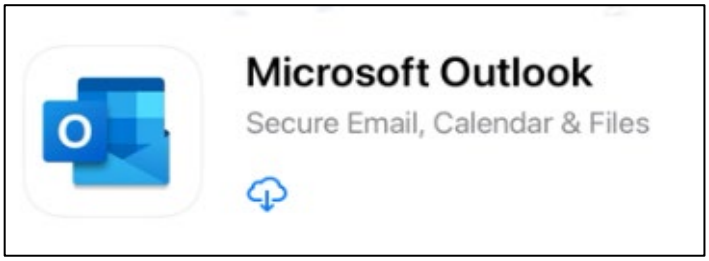
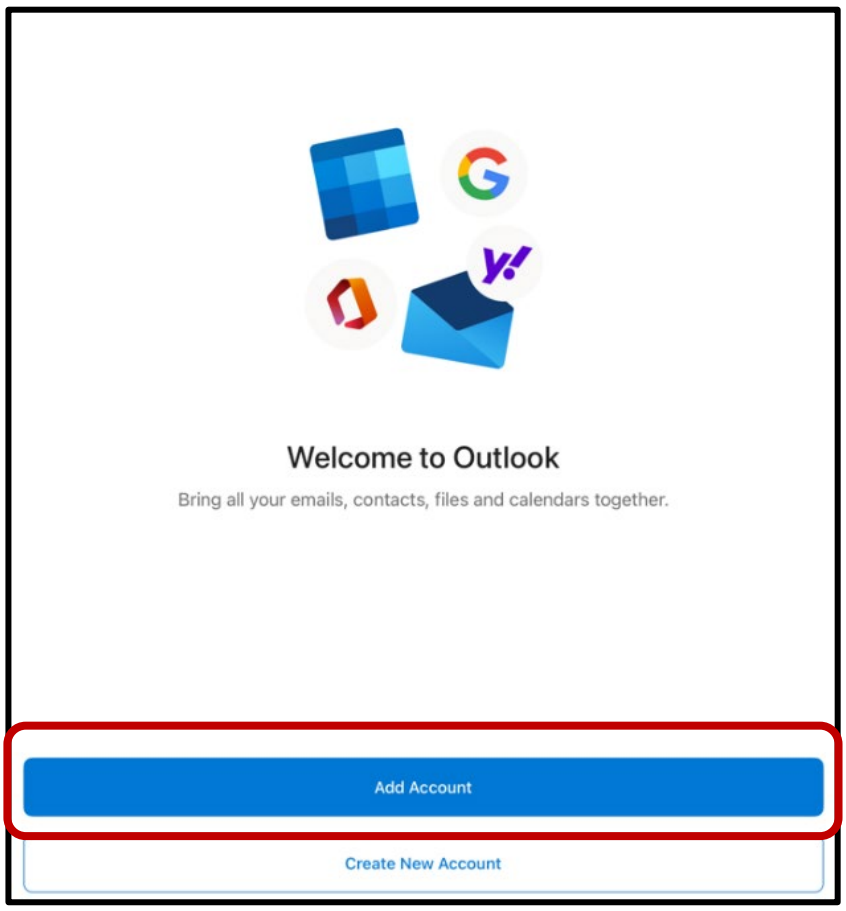
# Outlook App for Mobile Devices

# Install Outlook from the App Store

1. On your mobile device, visit the App store and install Microsoft Outlook

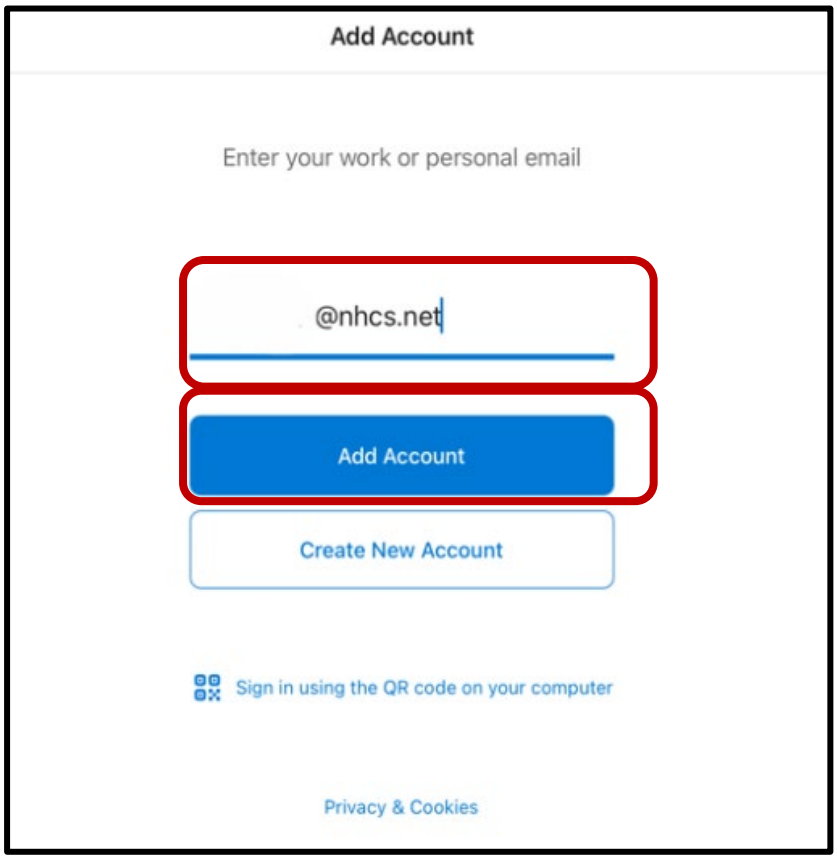



2. Once Outlook has installed on your phone, open it and click **Add account**



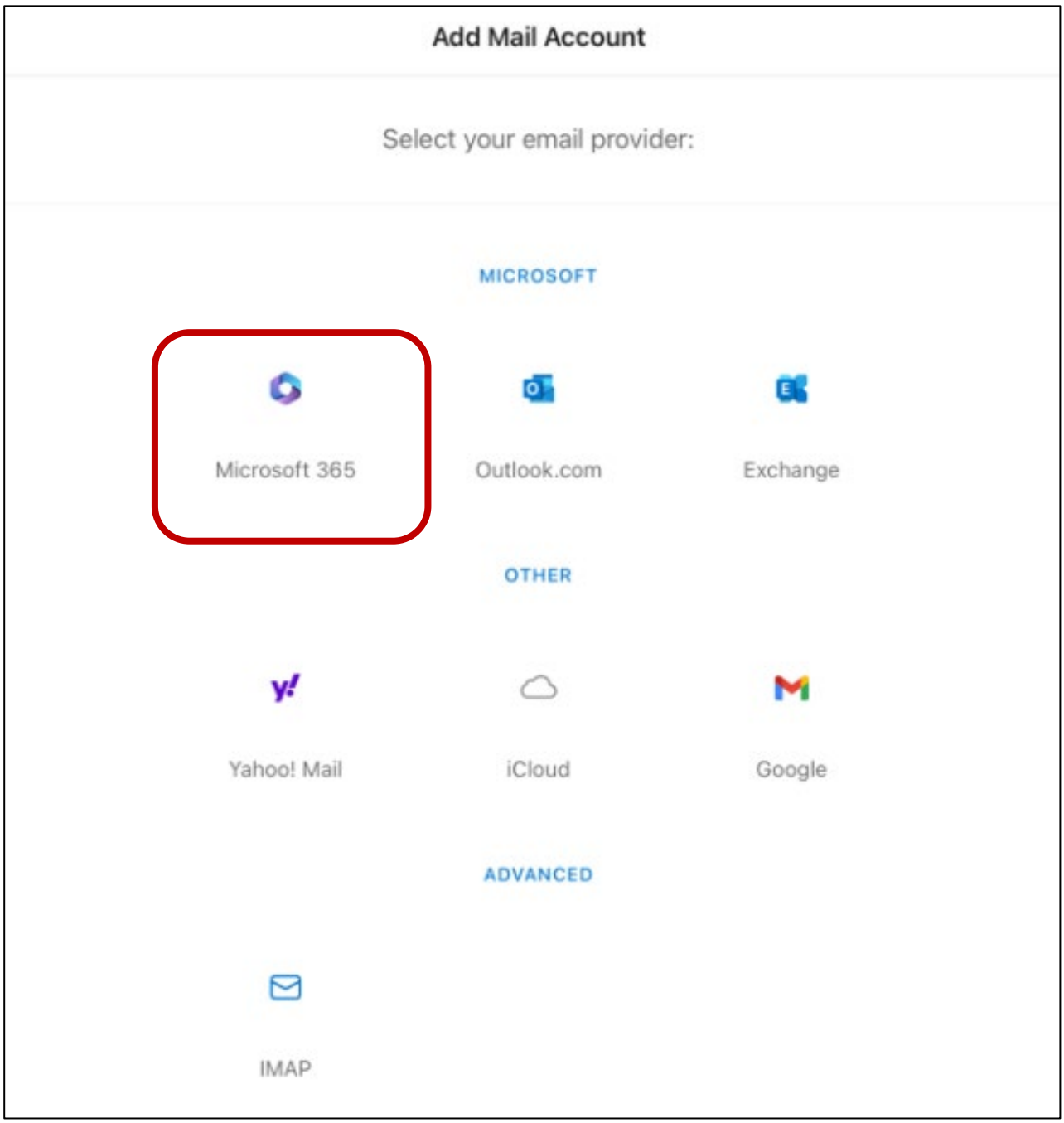
# Setting up Outlook: Set Up Your Account

3. It may ask you if you want to use your work account or personal account. If asked, click Work. Type your email address and click **Continue**



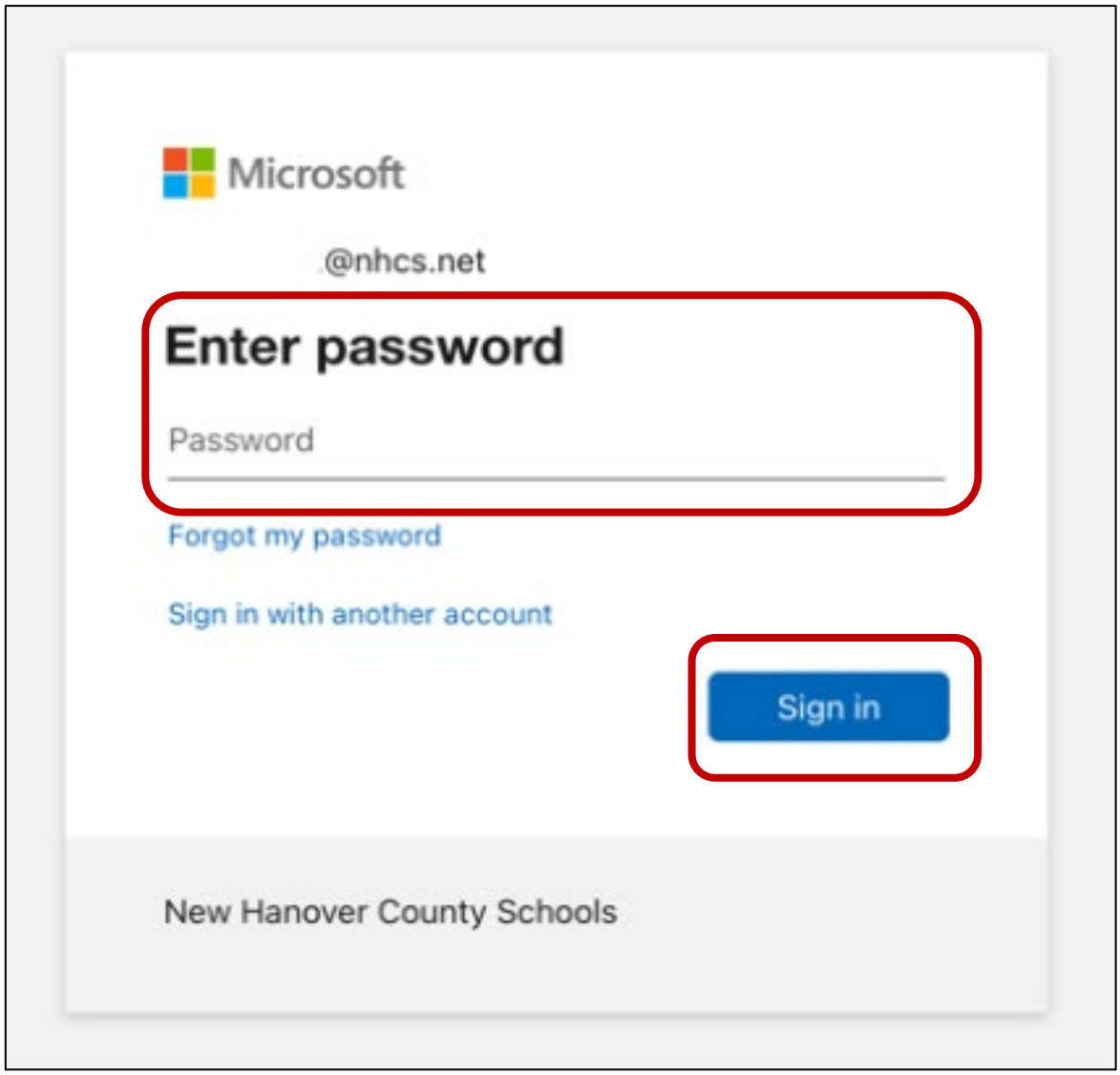
# Setting up Outlook: Set Up Your Account

4. Next you will choose the Microsoft 365 option.



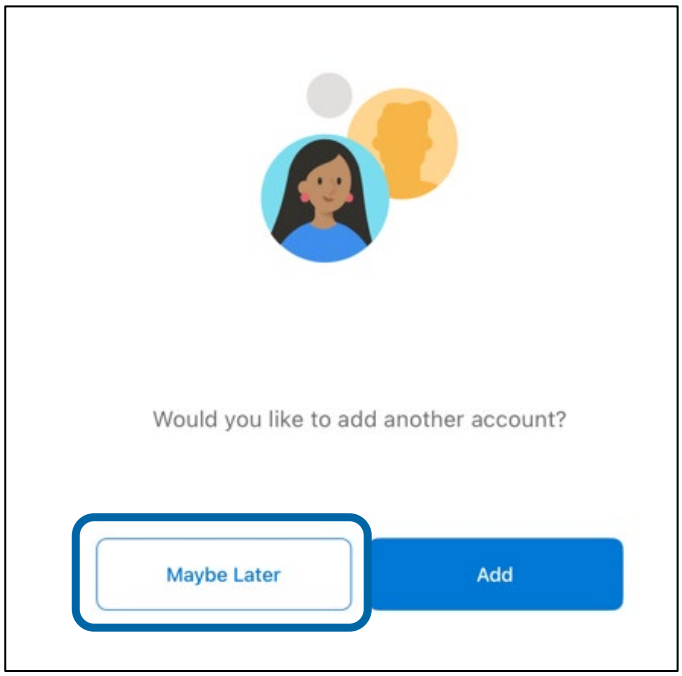
# Setting up Outlook: Set Up Your Account

5. Enter your Active Directory (computer) password and click **Sign In**

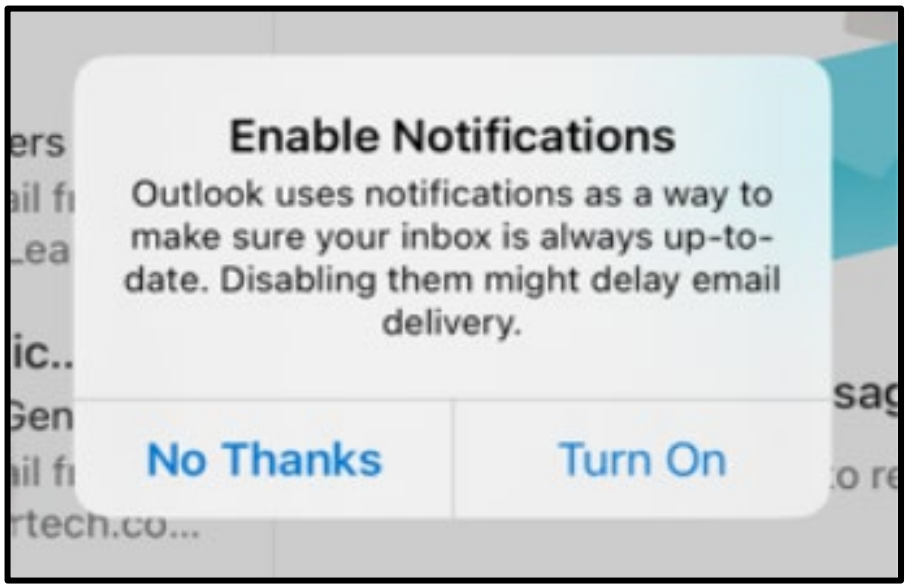


# Setting Up Outlook: Last Steps

5. Choose **Maybe Later**




6. Choose whether to enable notifications



# Setting up Outlook Tips

Select your Profile Photo/Initials at the top left of the Outlook application, then choose the Gear icon on the bottom left. This will open the Outlook Settings. The settings below are recommended.

- Quick Settings
  - Signature > Delete the “Get Outlook for iOS”or “Get Outlook for Android” and enter your information.
- General
  - Mail
    - ✦ Disable Focused Inbox
    - ✦ Email Organization > Newest on Top
  - Passcode or Face ID > Enable
    - ✦ This depends on whether you have Face ID enabled and/or a supported device.

At this point, you have finished the configuration process for Outlook for your Mobile Device.