

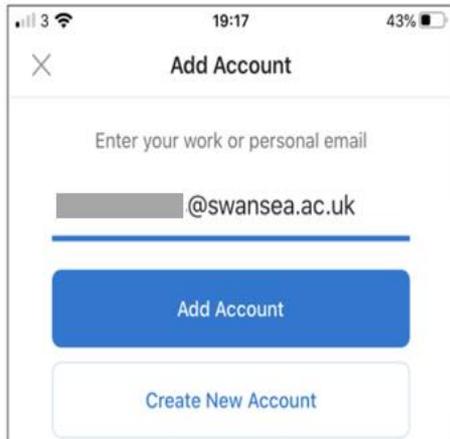
# Outlook for iOS

## Set up email in Outlook for iOS mobile app

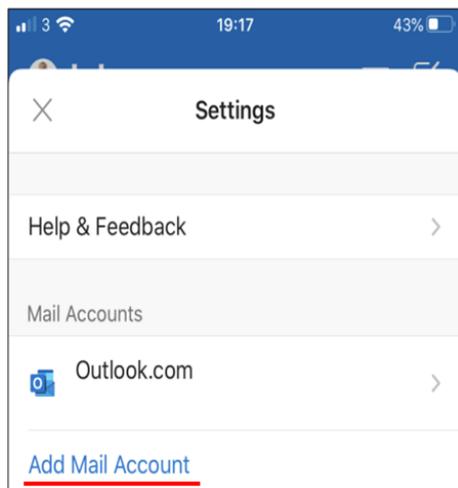
1. Download Outlook for iOS from the [iOS App Store](#) and then open it. The icon looks like this:



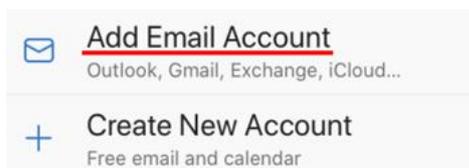
2. If it's the first-time using Outlook for iOS, enter your full University email address then tap **Add Account**.



3. If you already have the Outlook for iOS app, tap **Home**  > tap **Settings**  > tap **Add Mail Account**

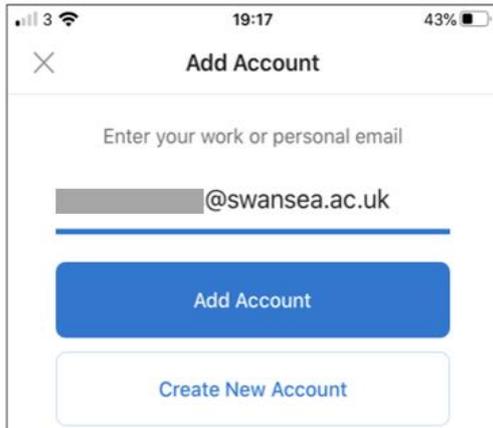


4. Click **Add Email Account**



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5. Enter your full University email account username > **Add Account**.

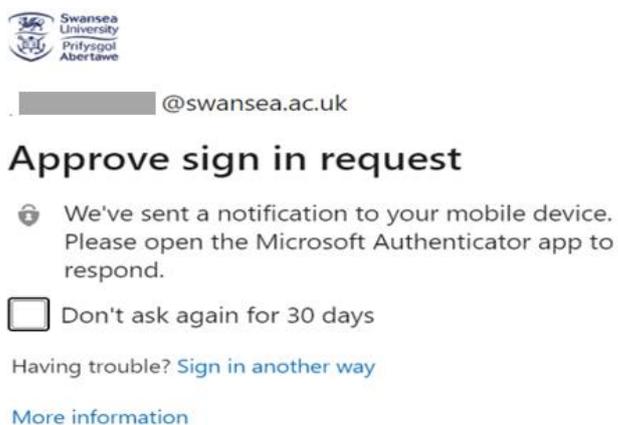


6. Enter your University email account password and tap **Sign In**.



**Note:** If you have previously registered your University account using the Microsoft Authenticator app, you may be prompted to open this instead of using a password.

7. You will receive a prompt for multi-factor authentication, verify your identity, e.g. by entering a one-time code received by text message or approving a Microsoft Authenticator app request.



8. Accept any prompts for permission you may receive and swipe through the features
9. You're now ready to use Outlook for iOS.