

Set up the Outlook mobile app on an iPhone or iPad

The instructions below will show you how to set up your Office 365 Exchange Online mailbox on your mobile device.

On your iOS device, select on the **App Store icon** . Type **Microsoft Outlook** in the search box to find the Outlook for iOS app.

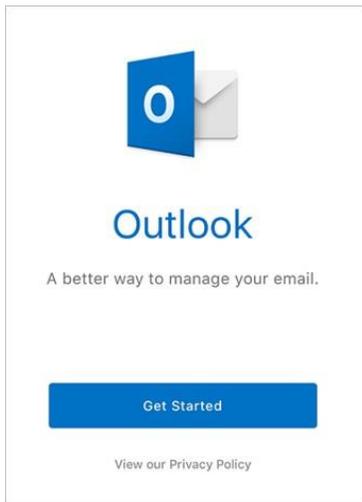
1. Select the **Microsoft Outlook** app in the search results, select **Get**, and then select **Install**.



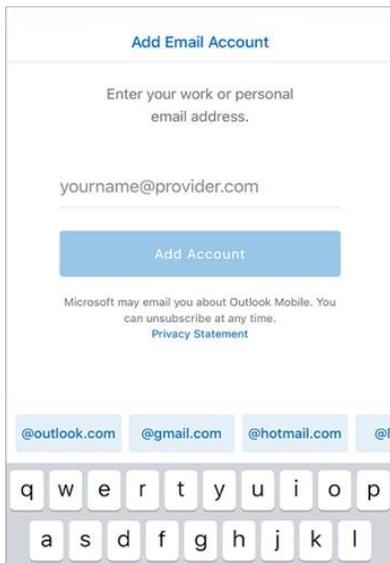
2. Sign in with your Apple ID, or create an Apple ID if you don't have one.
3. After the app is installed, select Open.



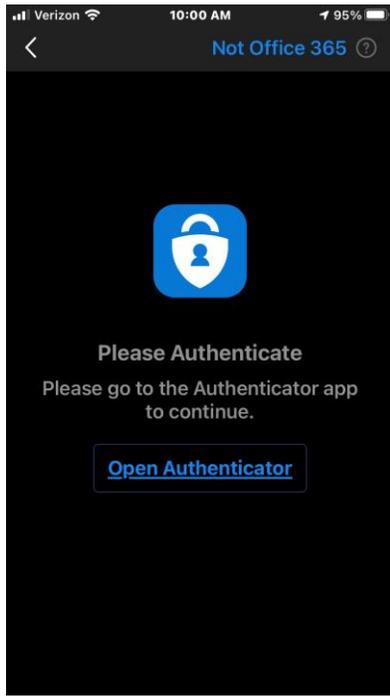
4. Select **Get Started** on the home screen.



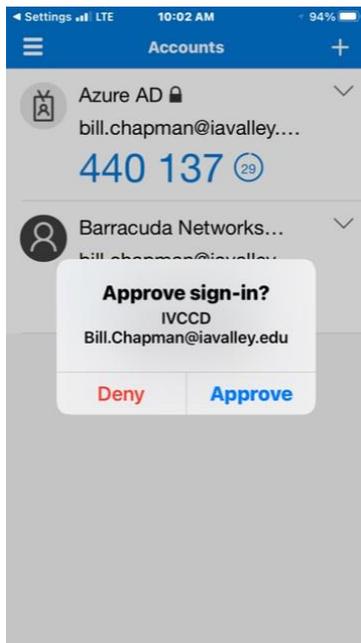
5. On the **Get Notified** screen, select the options (email, calendar invitations, etc.) in which you would like to be notified.
6. On the **Add Email Account** screen, enter your Office 365 email address and select **Add Account**. Your email address is **firstname.lastname@iavalley.edu**



7. The Outlook app will detect if your account is hosted by Office 365. On the Office 365 sign-in screen, sign in to your mailbox.
8. Next you will be asked to authenticate with the Multi Factor authenticator you already use for IVCCD.



9. Simply click **Approve**.



10. You will see the successful approval.

11. Review the screens that describe the Focused Inbox, Calendar, and Attach Files features.

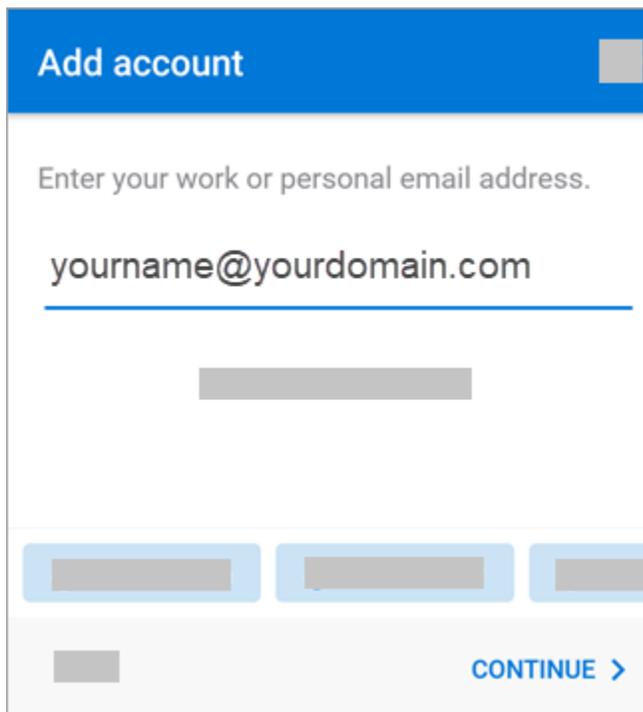
Your mailbox is now set up, and emails will start to sync to your iOS device.

Install the **Outlook for Android** app from the [Google Play Store](#) and then open it.

Tap **Get Started** if this is your first time.

Otherwise, to add another email account, open the **Menu** ≡ > **Settings** ⚙ > **Add Account** > **Add Email Account**.

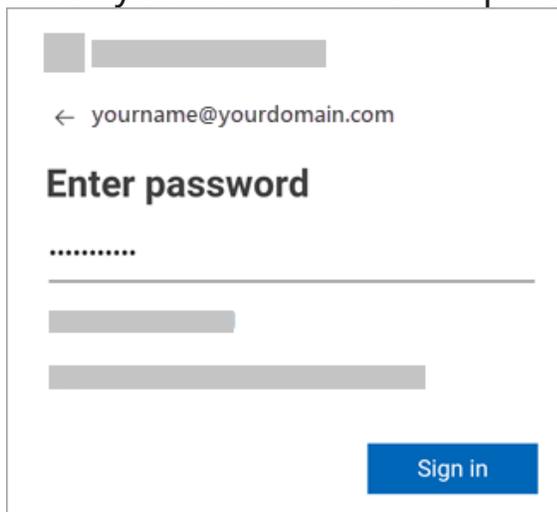
Enter your full email address, then tap **Continue**.



The screenshot shows the 'Add account' screen in the Outlook app. The title bar is blue with the text 'Add account' and a close button. Below the title bar, there is a text input field with the placeholder text 'Enter your work or personal email address.' and the text 'yourname@yourdomain.com'. Below the input field, there are three buttons with icons, and a 'CONTINUE >' button at the bottom right.

Enter your **First.Lastname@iavalley.edu**

Enter your email account password and tap **Sign In** or **Next**.



A screenshot of a mobile login interface. At the top, there is a grey bar with a back arrow and the email address "yourname@yourdomain.com". Below this, the text "Enter password" is displayed in a large, bold font. Underneath, there is a password input field with a series of dots representing the password. Below the password field, there are two more grey bars, likely for a second password or a security question. At the bottom right, there is a blue button with the text "Sign in".

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

