

Office 365: Installing Outlook on an iPhone/iPad

Set up your email account using the Microsoft **Outlook for iOS** app available from the Apple Store, or using the built-in iOS mail app on your iOS device.

Note: Outlook for iOS requires iOS 8.0 or higher. If the app is incompatible with your device, try adding your email account using the built-in mail app that comes with your device.

Option 1: Using Microsoft's "Outlook for iOS" app

1. Download Microsoft's **Outlook for iOS** app from the Apple Store. An Outlook icon will be created on your Home screen.
2. Open the app and tap **Get Started**.
3. Chose an option to **Get Notified**.
4. Tap **Settings**.
5. Tap **Add Account**.
6. Select **Office 365** as your email provider.
7. Enter your email address as **username@yourcompany.com**.
8. Type your current network password and then tap **Sign in**.
9. Navigate through the tips or click **Skip**.
10. Tap one of the icons to view your Mail, Calendar, Files, People, or Settings.

Option 2: Using the Built-in iOS Mail App

1. Tap **Settings**.
2. Tap **Mail, Contacts, Calendars**.
3. Tap **Add Account**.
4. Tap **Exchange**.
5. Enter your **Email address** (username@yourcompany.com), your network **Password**, and a short **Description** (company's name) for your email.
6. Tap **Next**.
7. Autodiscover will try to find the settings you need to configure for your account. If autodiscover cannot find your settings, enter the following information:

Server	outlook.office365.com
Domain	Leave this field blank
Username	Enter your username@youcompany.com

8. Tap **Next**.
9. Tap **Save**. Return to your Home screen and open the Mail app to view your messages. To make sure you can send messages, compose an email and send it to yourself.

Additional Resources: [Office 365 Mobile Setup Help](#)