Knowledge Base

Add Office 365 Account to Outlook for an iOS Device

Purpose & Overview:

This document will outline the process of adding an Office 365 Account to Outlook for an iOS device.

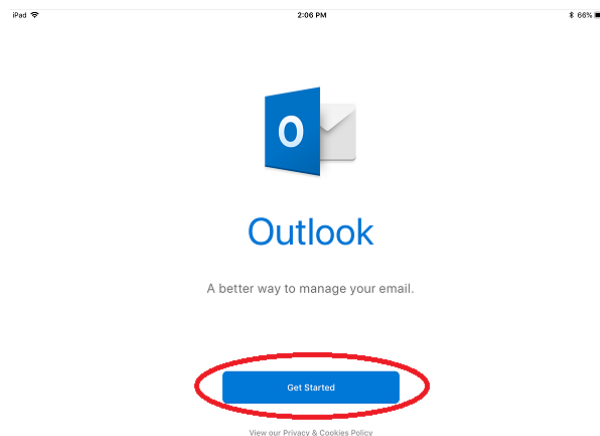**Support Info:**

Install Outlook on Your Apple Device

1. If you haven't installed the app yet, download the download the Microsoft Outlook app for iPad, iPhone, and iPod Touch from the Apple App Store.
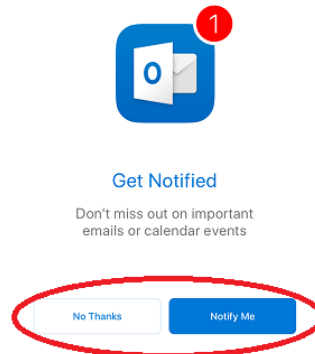
Add Office 365 Account to Outlook

1. Press on the Outlook icon.

2. Press on "Get Started."
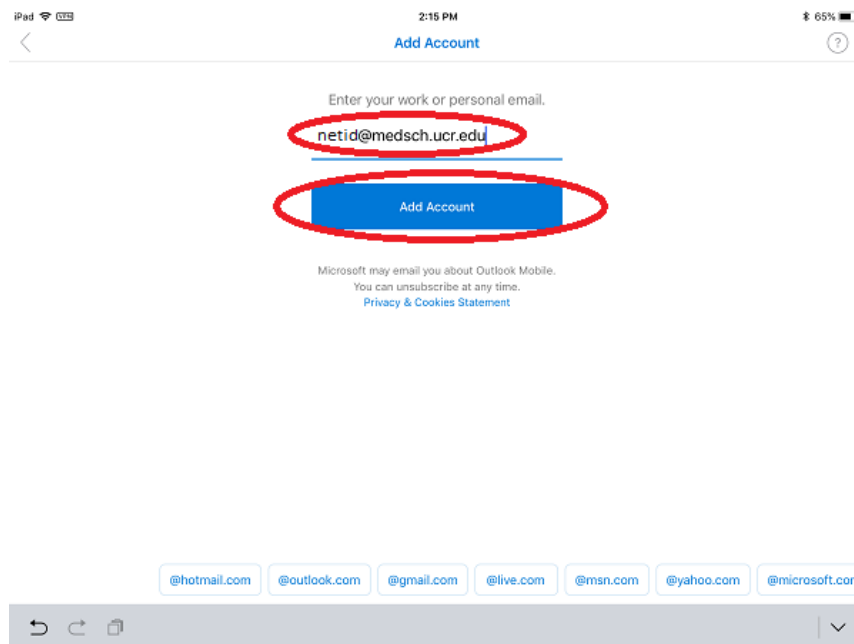
3. Select your preference for notifications from Outlook.
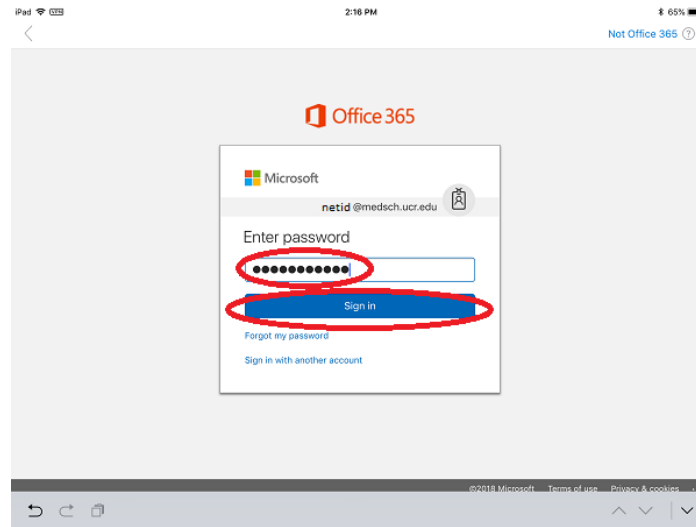

4. Enter your email address (<NETID>@medsch.ucr.edu) and press "Add account".
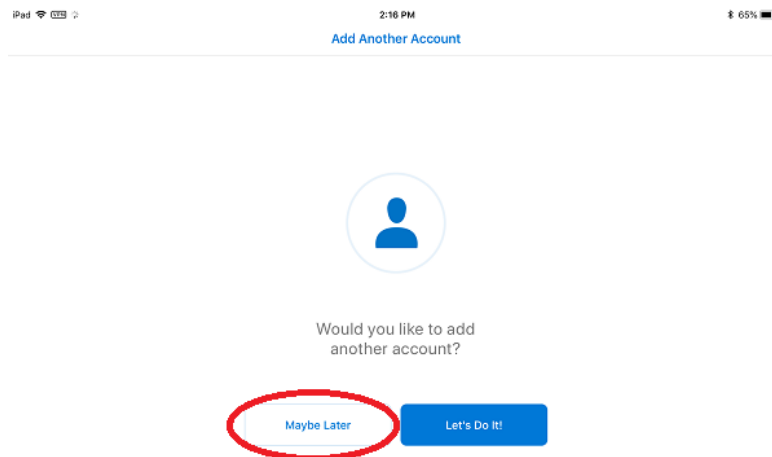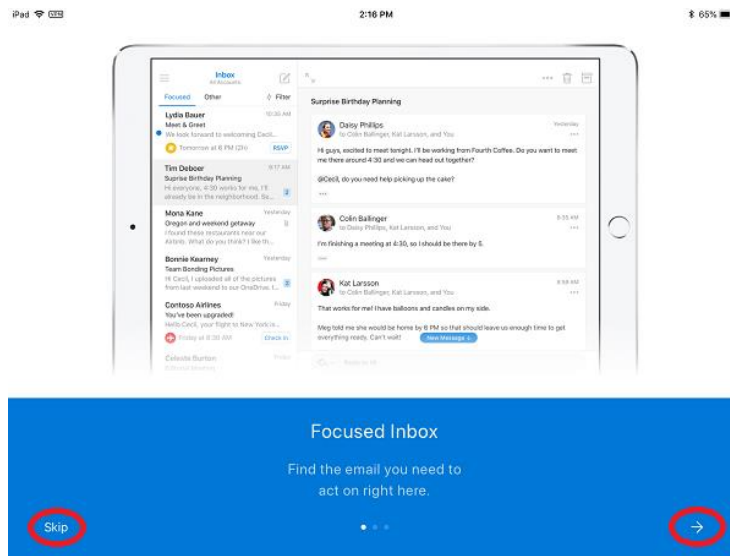
5. Enter your password and press "Sign in".

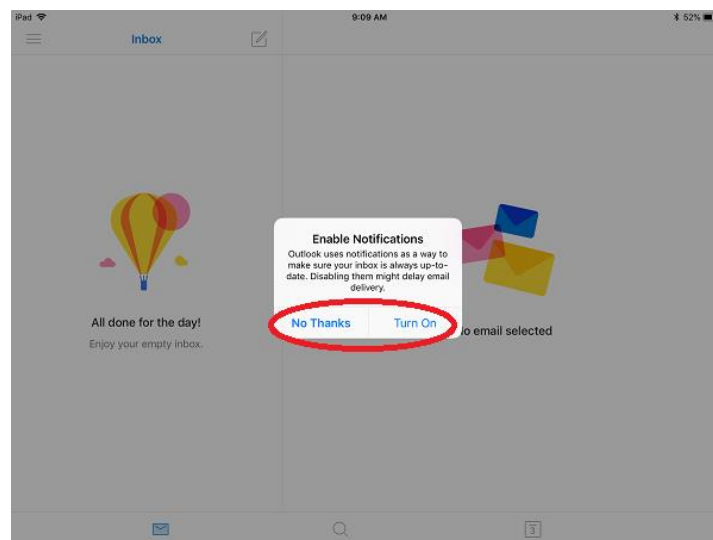6. Press "Maybe later" unless you are adding another account.

Knowledge Base

7. Press "Skip" or press the arrow on the information screens about Focused Inbox.

8. If you are prompted about notification settings again, select your preference.

9. Your account is now configured.