

## [iPhone - iOS] HOW TO: Email & Outlook Setup


### STEP 1: DOWNLOAD OUTLOOK APP – From the iTunes App Store

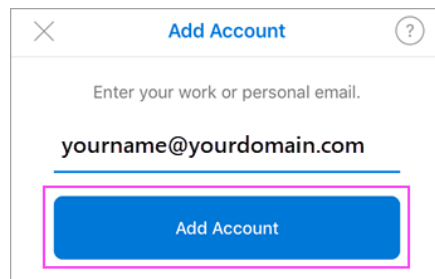


<https://itunes.apple.com/us/app/microsoft-outlook/id951937596S>

**Note:** Available for iOS devices using **iOS 10.0** or higher.

### STEP 2: ADD YOUR ACCOUNT

- If it's your first time using Outlook for iOS, enter your full email address, then tap **Add Account**.
- If not, open the **Menu** > tap **Settings**  > **Add Account** > **Add Email Account**.



### STEP 3: SIGN IN

- Enter your email account password and tap **Sign In**. Then accept all the prompts for notifications/permissions.

**Note:** The sign in screen may look different for you depending on your email provider.

