

O365: Setup email in Outlook for iOS mobile app

STEP 1:

Open **Outlook for iOS**. The icon looks like this:



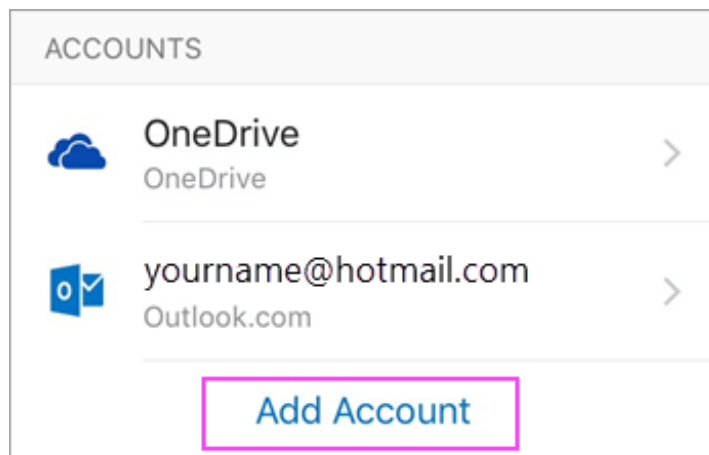
If you don't have it yet, [download it from the Apple Store](#).

NOTE: Available for iOS devices using **iOS 9.0** or higher.

STEP 2:

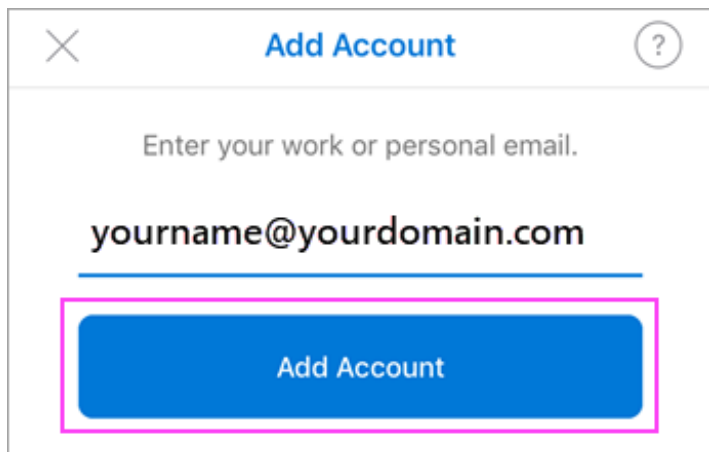
Go to **Settings > Add Account > Add Email Account**.

NOTE: First time using Outlook for iOS? Just tap **Get Started**.



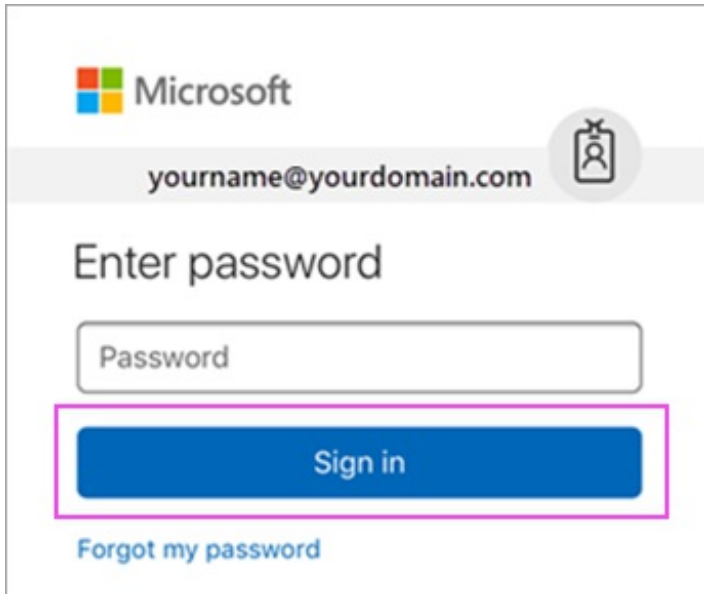
STEP 3:

Type your full email address, then tap **Add Account**.



STEP 4:

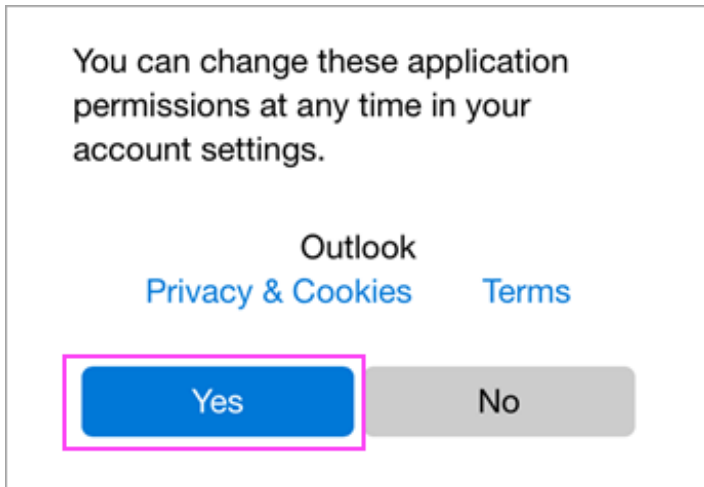
Enter your email account password and tap **Sign In**. This will be your Office 365 password, or laptop password if you were recently given an HP laptop.



The image shows a Microsoft sign-in screen. At the top left is the Microsoft logo. To its right is the text 'Microsoft'. Below the logo is a grey bar containing the email address 'yourname@yourdomain.com' and a user icon. The main heading is 'Enter password'. Below this is a text input field with the placeholder text 'Password'. A blue button labeled 'Sign in' is highlighted with a pink border. Below the button is a link that says 'Forgot my password'.

STEP 5:

Tap **Yes** or **Allow** to give Outlook permission to sync calendar, contacts, etc.



The image shows a permission screen for Outlook. The text reads: 'You can change these application permissions at any time in your account settings.' Below this is the word 'Outlook' in bold. Underneath are two links: 'Privacy & Cookies' and 'Terms'. At the bottom, there are two buttons: a blue button labeled 'Yes' and a grey button labeled 'No'. The 'Yes' button is highlighted with a pink border.

STEP 6:

You're now ready to use Outlook for iOS!

