Setup Your Outlook Mobile App

Set up email in the Outlook for Android app

Open the **Outlook for Android**app. The icon looks like this:
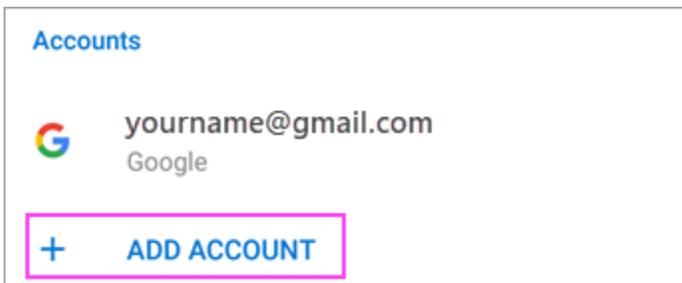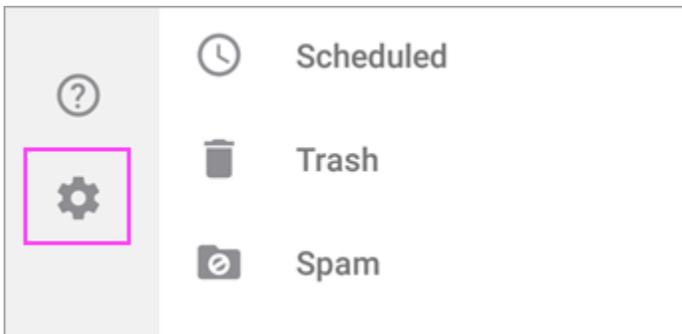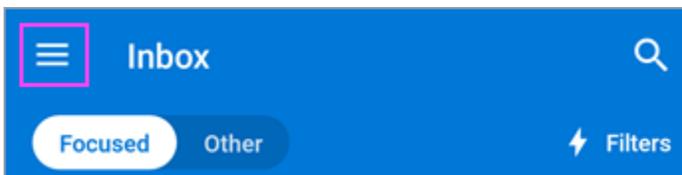

If you don't have it yet, download Outlook for Android from the Google Play Store.

Note: See www.products.office.com for more information and minimum requirements.

Tap **Get Started** if it's your first time.

Otherwise, open the **Menu** and tap **Settings** > **Add Account** >**Add Email Account**.

3

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

Note: If you're asked to choose your provider, you'll have to Set up your Exchange manually or set up an IMAP or POP account.

4

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

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

5

The 2-step verification is enabled, verify yourself using the method you set up (6 digit code, phone call, or Microsoft Authenticator app).

For security reasons, we require additional information to verify your account (yourname@yourdomain.com)

We're calling your phone. Please answer it to continue.
xxx-xxx-7721

...

Sign in with other options

6

If your IT admin has set additional policies, tap **Activate** and **Activate** again. Outlook may also request permission to access your calendar, contacts, etc. Tap **Yes** or **Allow**.

Outlook Device Policy

yourname@yourdomain.com requires Outlook to be activated as a device administrator to ensure security requirements are met for your account.

Activating administrator will allow Outlook to perform the following operations:

- **Set password rules**
  Control the length and the characters allowed in screen-unlock passwords.

- **Monitor screen-unlock attempts**
  Monitor number of incorrect passwords entered when unlocking screen, and lock phone or erase all phone data if too many incorrect passwords are entered.

- **Lock the screen**
  Control how and when the screen locks.

- **Set storage encryption**
  Require that stored app data be encrypted.

CANCEL   ACTIVATE

Set up email in the Outlook for iOS Mobile app

1

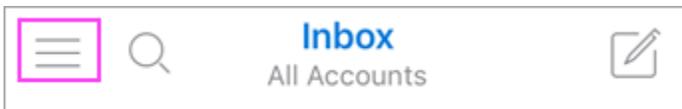Open **Outlook for iOS**. The icon looks like this:

If you don't have it yet, download it from the Apple Store.

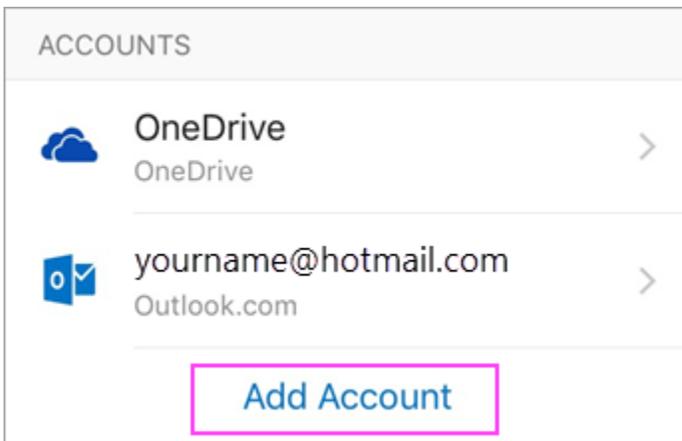**Note:** Available for iOS devices using **iOS 10.0** or higher.

2

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

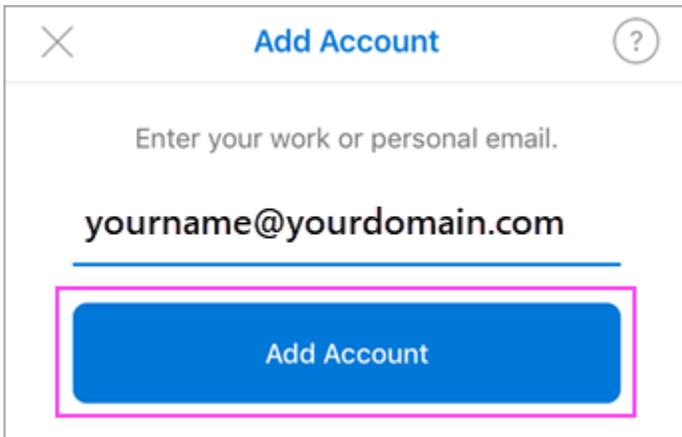If not, tap the menu icon the upper left corner.

Tap **Settings** ⚙ > **Add Account** > **Add Email Account**.

③

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

Note: If you're asked to select your email provider, you may have to set up your email account manually using

Exchange or IMAP/POP.

④

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

Note: The sign in screen may look different for you depending on your email provider.
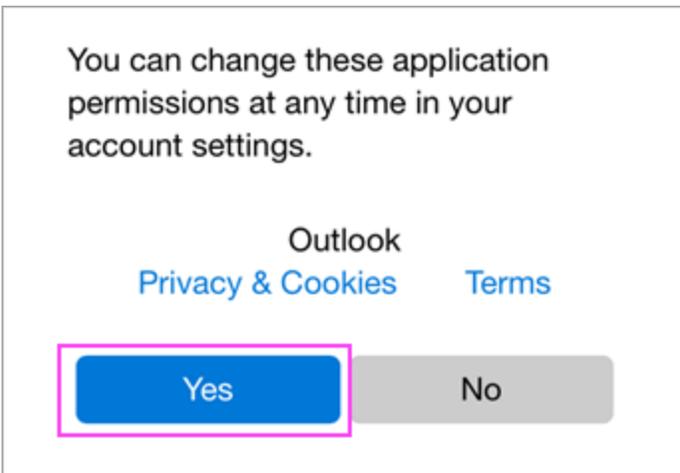
5

The 2-step verification for Office 365 is enabled, verify yourself using the method you set up (6 digit code, phone call, or using the Microsoft Authenticator app.)
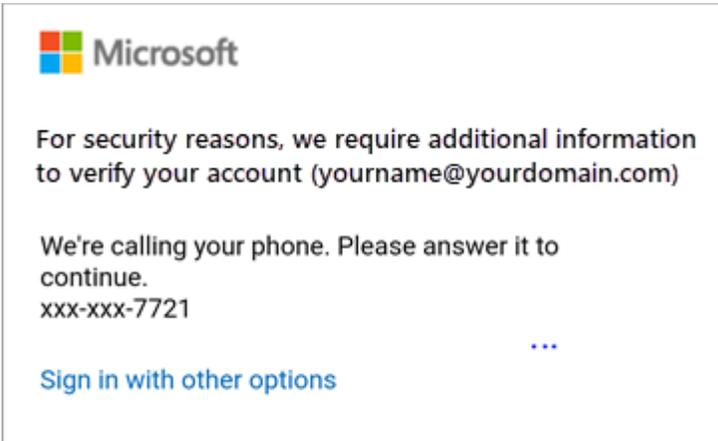
6

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

Swipe through the intro and you're now ready to use Outlook for iOS!