

# **Outlook Setup Manual (iOS)**

**Version 1.0**

**Aug 1 2018**

## 1. Using Outlook for iOS

**Note:** iOS 10.0 or later is required to use Outlook for iOS.

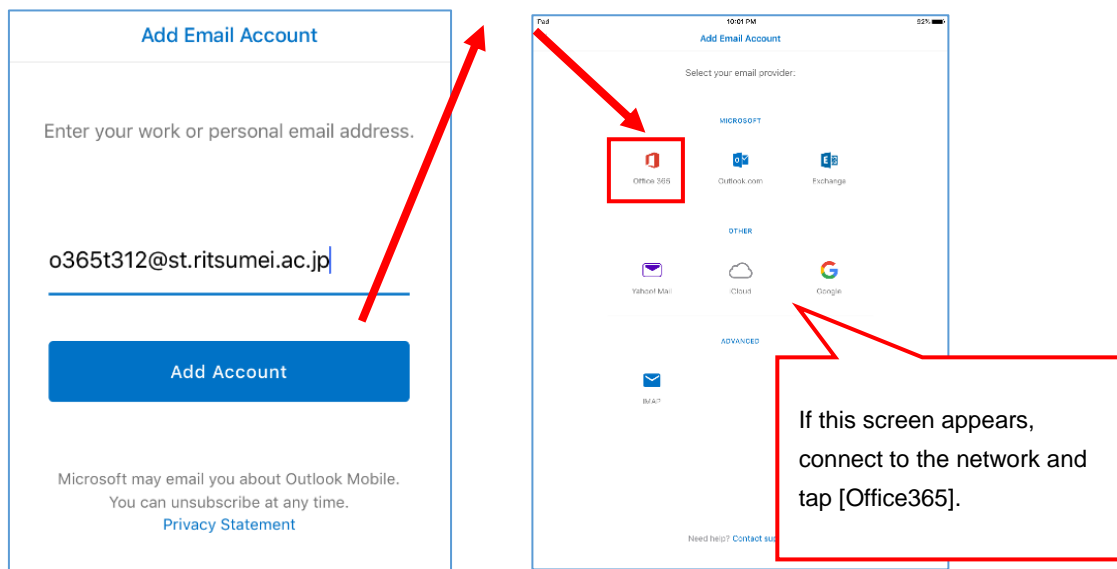
If the application is not compatible with your device, use the standard email application on the device to add an email account.

1. If Outlook for iOS is not installed yet, download Outlook for iOS from Apple Store. If Outlook for iOS is already installed, launch it.



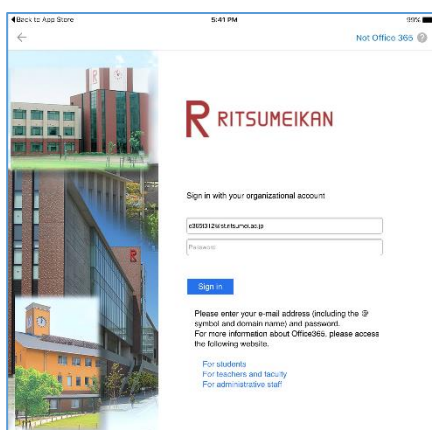
2. Enter your own email address (including the text string after @), and tap **[Add Account]**.

**Note:** If you have already set up your account in Exchange, a message related to the security update program may appear and you will need to sign in again. Follow the displayed instruction and use your full email address and password to sign in.

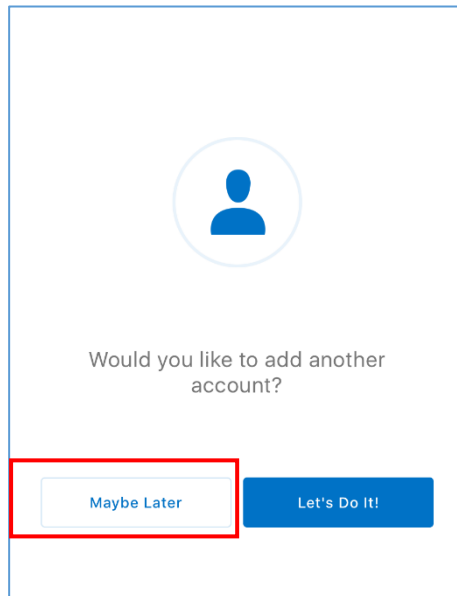


3. When the screen changes, tap **[Sign in]**.

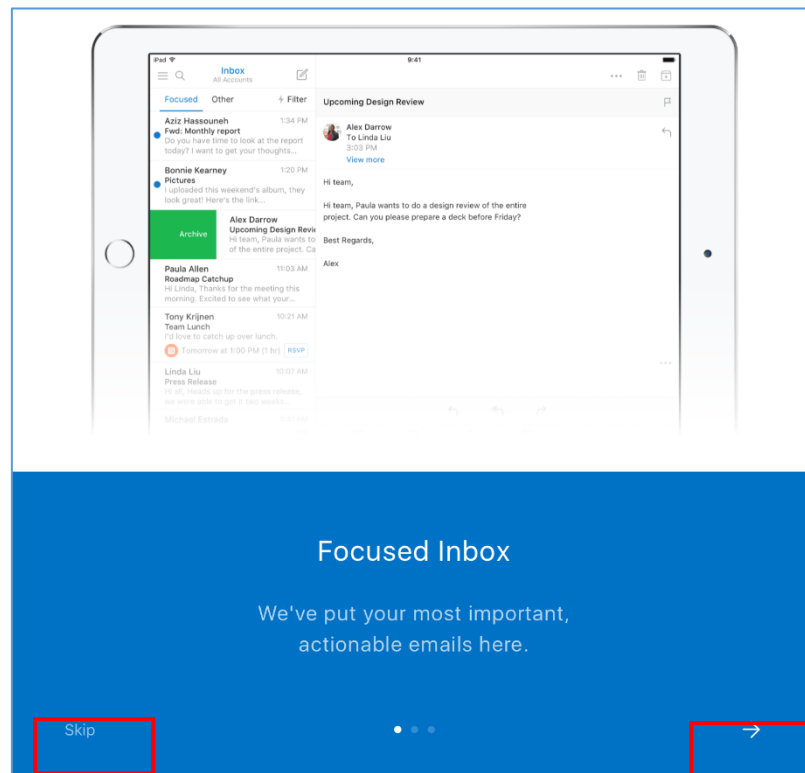
If the timeout message is displayed, you may have entered wrong information (e.g., wrong password). Enter the correct information and try again.



4. Tap [**Maybe Later**].

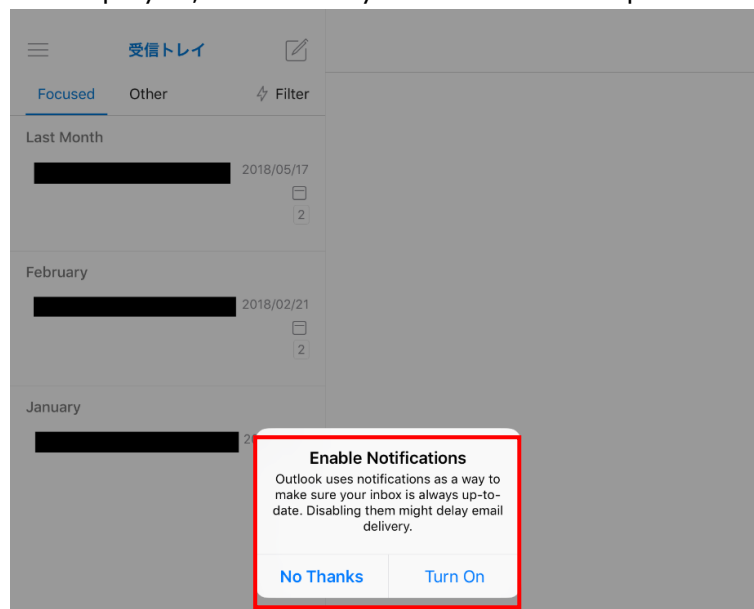


5. A description on how to use the application is displayed. Tap [→] to read more or [**Skip**] to skip it.



6. The Inbox is displayed and Outlook for iOS starts the synchronization process. "Enable Notifications" should come up. Tap **[Turn On]**.

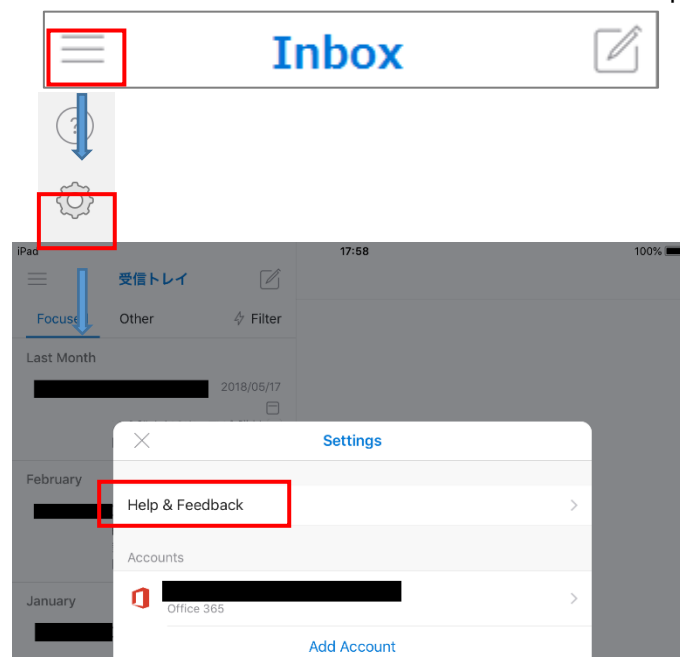
\* It may take time before synchronization completes. If you see some of the emails are not displayed, wait until synchronization completes.



7. To display the calendar, file, or contacts, tap the corresponding icon.

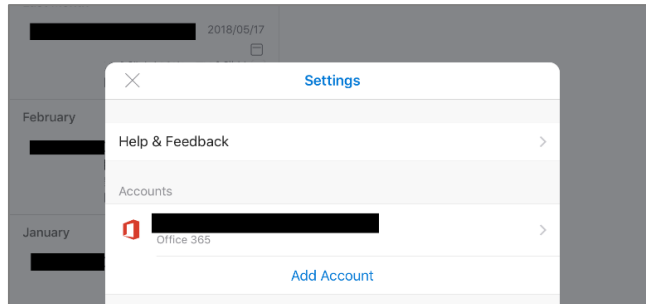


8. Specifics on how to use Outlook for iOS can be found in the procedures below.



## 2. Adding Account

1. You can set up multiple email accounts in Outlook for iOS.  
Perform steps 1 through 8, then tap **[Add Account]**.

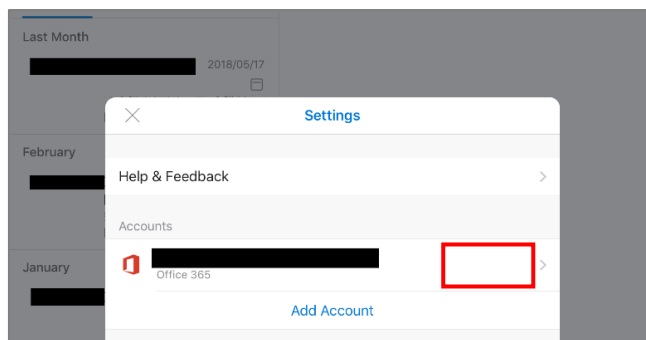


2. Repeat the procedure from Step 1-3.



## 3. Deleting Account

1. Perform steps 1 through 8.
2. Tap the account to delete.



3. Tap **[Delete Account]**. If you want to delete the account from this device only, tap **[Delete From This Device]**.

