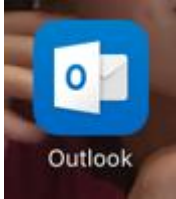


Office 365 (Outlook for iOS) – Configuring the Outlook App



1. Once you have installed the Outlook app, open the app.



A better way to manage your email.

Get Started

[View our Privacy Policy](#)

2. Tap **“Get Started”**.



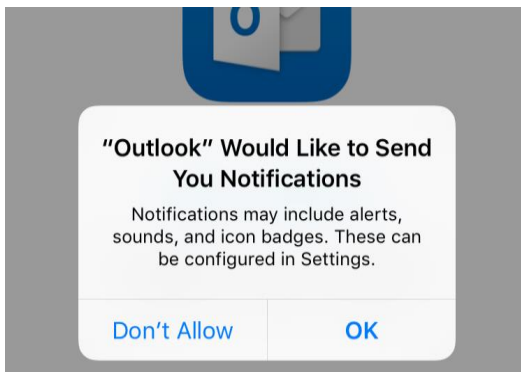
Get Notified

Don't miss out on important emails or calendar events

No Thanks

Notify Me

3. Either tap **“No Thanks”** or **“Notify Me”**. (**Note:** If you clicked **“No Thanks”** then please move to step 5.)



4. Tap **“OK”**.

Add Email Account

Enter your work or personal email address.

yourname@provider.com

Add Account

Microsoft may email you about Outlook Mobile. You can unsubscribe at any time.

[Privacy Statement](#)

5. Enter in your **RIC email**.
6. Tap **“Add an Account”**.



Add Email Account

Select your email provider:

MICROSOFT



Office 365



Outlook.com



Exchange

OTHER



Yahoo! Mail



iCloud



Google

ADVANCED



IMAP

7. Tap **“Office 365”**.



sbadger@ric.edu

Password

Sign in

[Can't access your account?](#)

8. Enter in your password.

[Add Another Account](#)

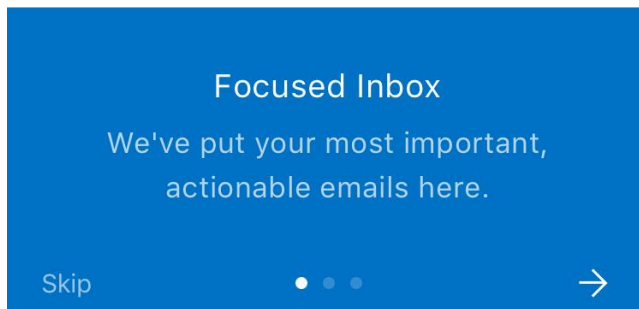
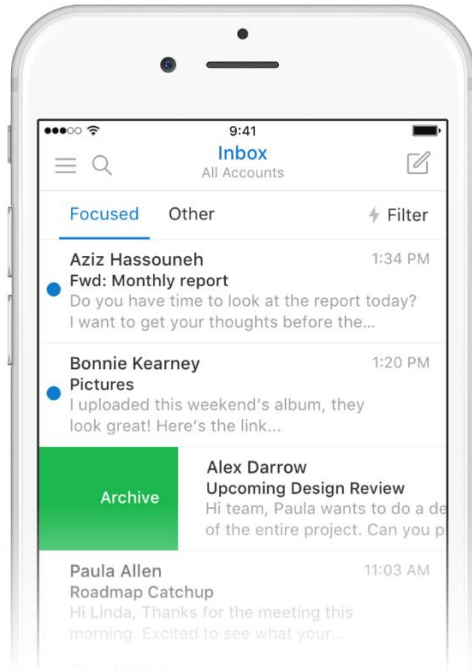


Would you like to add another account?

Maybe Later

Let's Do It!

9. Tab **“Maybe Later”**.



10. You can either do:
 - Tap the **right arrow** to go through the different screens providing you with some information about the Outlook app
 - Tap "**Skip**" button to go right into the Outlook app.
11. You are now seeing your email listed in your Outlook app.